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NATIONAL GUARD REGULATIONS

WAR DEPARTMENT

MILITIA BUREAU

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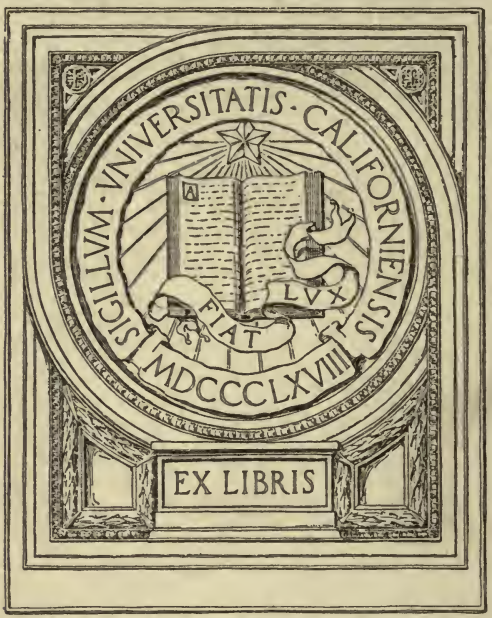

WAR DEPARTMENT
MILITIA BUREAU

NATIONAL GUARD REGULATIONS

Under the Constitution and
the Laws of the United States

1919

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WAR DEPARTMENT

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UNIV. OF CALIFORNIA

WAR DEPARTMENT,
June 18, 1919.

The President of the United States directs that the following regulations governing the National Guard of the several States, Territories, and the District of Columbia, in its relations with the War Department, under the provisions of the Constitution of the United States and of the laws of Congress thereunder, be published for the guidance of all concerned, and that they be strictly observed.

NEWTON D. BAKER,
Secretary of War.

Official:
J. McI. CARTER,
Major General, General Staff,
Chief, Militia Bureau.

406116

TABLE OF CONTENTS.

ARTICLE I. Constitutional provisions pertaining to the National Guard, and Federal laws enacted in accordance therewith.
- A. Constitutional provisions.
- B. Federal laws prior to June 3, 1916.
- C. National defense act (act of June 3, 1916).
- D. Act of May 12, 1917.

II. Military discipline.

III. Rank and precedence among Regulars, Militia, and Volunteers.

IV. Organization.
- A. General provisions.
- B. Medical Department.
- C. Coast Artillery Corps.
- D. State Staff Corps and Departments.
- E. Organization of new units and procedure governing the extending of Federal recognition thereto.

V. The National Guard Reserve and Reserve Battalions.

VI. Appointment, examination, and promotion of officers.

VII. Separation of officers from the service and transfer of officers.

VIII. Appointment of noncommissioned officers.
- A. All arms except Medical Department.
- B. Medical Department.

IX. Enlistment, transfer, and discharge of enlisted men.

X. Training and instruction.
- A. Federal instructors.
- B. Attendance at Army service schools.
  1. Officers.
  2. Enlisted men.
- C. Officers and men of National Guard attached to Regular Army for instruction.
- D. Armory instruction.
- E. Field instruction.
- F. Target practice and competitions.

XI. Uniform.

XII. Inspections.

XIII. Courts-martial in the National Guard.

XIV. Target ranges.
- A. Acquisition.
- B. Maintenanee.

XV. Federal funds.

XVI. Federal property.

XVII. Pay for armory drill.

XVIII. Care of animals and matériel.

XIX. Returns and reports.

XX. Call and draft into Federal service.

XXI. Militia Bureau.
- A. Functions of Militia Bureau.
- B. Functions of department commanders.
- C. Rules of correspondence.

ERRATA.

(To follow table of contents; changes to be made in ink.)

1. Note (*f*), page 51, cross out word "originally."
2. Note (*f*), page 53, cross out word "originally."
3. Par. 302–B, page 84, after "colonel, promotion to," "22" should be "23."
4. Par. 690, page 186, "Ordnance," 4th line, should read "Office."
5. Par. 913, page 235, "apportionment," 10th line, should read "allotment."
6. Par. 936, page 248, "settlement," last line, should read "enlistment."
7. Index, page 294, paragraph reference, "Rifles: Issue of, for civilian rifle practice," "70" should read "76."

(*Changes No. 1, December 18, 1919.*)

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ARTICLE I.

CONSTITUTIONAL PROVISIONS PERTAINING TO THE NATIONAL GUARD AND FEDERAL LAWS ENACTED IN ACCORDANCE THEREWITH.

1. The relations of the War Department to the National Guard of the several States, Territories, and District of Columbia are governed by the provisions of the Constitution of the United States which pertain to the militia and by the Federal laws which have been enacted by Congress pursuant to the authority conferred by the constitutional provisions. These constitutional provisions and Federal laws may be enumerated as follows:

A. CONSTITUTIONAL PROVISIONS.

2. A well-regulated militia being necessary to the security of a free state, the right of the people to keep and bear arms shall not be infringed. (Art. II, amendments.)

3. The Congress shall have power * * *

(*a*) To provide for calling forth the militia to execute the laws of the Union, suppress insurrections, and repel invasions.

(*b*) To provide for organizing, arming, and disciplining the militia and for governing such part of them as may be employed in the service of the United States, reserving to the States, respectively, the appointment of the officers and the authority of training the militia according to the discipline prescribed by Congress. (Art. I, sec. 8.)

(*c*) To make all laws which shall be necessary and proper for carrying into execution the foregoing powers and all other powers vested by this Constitution in the Government of the United States, or in any department or officer thereof. (Art. I, sec. 8.)

4. The executive powers shall be vested in a President of the United States of America. (Art. II, sec. 1.)

5. The President shall be Commander in Chief of the Army and Navy of the United States and of the militia of the several States when called into the actual service of the United States. (Art. II, sec. 2.)

6. The United States shall guarantee to every State in this Union a republican form of government, and shall protect each of them against invasion; and on application of the legislature or of the executive (when the legislature can not be convened) against domestic violence. (Art. IV, sec. 4.)

B. FEDERAL LAWS.

7. In every case in which a vessel is fitted out and armed, or attempted to be fitted out and armed, or in which the force of any vessel of war, cruiser, or other armed vessel is increased or augmented, or in which any military expedition or enterprise is begun or set on foot, contrary to the provisions and prohibitions of this title; and in every case of the capture of a vessel within the jurisdiction or protection of the United States as before defined; and in every case in which any process issuing out of any court of the United States is disobeyed or resisted by any person having the custody of any vessel of war, cruiser, or other armed vessel of any foreign prince or State, or of any colony, district, or people, or of any subjects or citizens of any foreign prince or State, or of any colony, district, or people, *it shall be lawful for the President, or such other person as he shall have empowered for that purpose to employ such part of the land or naval forces of the United States, or of the militia thereof*, for the purpose of taking possession of and detaining any such vessel, with her prizes, if any, in order to the execution of the prohibitions and penalties of this title, and to the restoring of such prizes in the cases in which restoration shall be adjudged; and also for the purpose of preventing the carrying on of any such expedition or enterprise from the territories or jurisdiction of the United States against the territories or dominions of any foreign prince or State, or of any colony, district, or people with whom the United States are at peace. (Sec. 5287, Rev. Stat.)

8. It shall be lawful for the President, or such person as he shall empower for that purpose, to employ such part of the land or naval forces of the United States, or of the militia thereof, as shall be necessary to compel any foreign vessel to depart the United States in all cases in which, by the laws of nations or treaties of the United States, she ought not to remain with the United States. (Sec. 5288, Rev. Stat.)

9. In case of an insurrection in any State against the government thereof, it shall be lawful for the President, on application of the legislature of such State, or of the executive, when the legislature can not be convened, to call forth such number of the militia of any other State or States, which may be applied for, as he deems sufficient to suppress such insurrection; or, on like application, to employ for the same purposes such part of the land or naval forces of the United States as he deems necessary. (Sec. 5297, Rev. Stat.)

10. Whenever, by reason of unlawful obstructions, combinations, or assemblages of persons, or rebellion against the authority of the Government of the United States, it shall become impracticable, in the judgment of the President, to enforce, by the ordinary course of

judicial proceedings, the laws of the United States within any State or Territory, it shall be lawful for the President to call forth the militia of any or all the States, and to employ such parts of the land and naval forces of the United States as he may deem necessary to enforce the faithful execution of the laws of the United States, or to suppress such rebellion, in whatever State or Territory thereof the laws of the United States may be forcibly opposed or the execution thereof forcibly obstructed. (Sec. 5298, Rev. Stat.)

11. Whenever insurrection, domestic violence, unlawful combinations, or conspiracies in any State so obstructs or hinders the execution of the laws thereof, and of the United States, as to deprive any portion or class of the people of such State of any of the rights, privileges, or immunities or protection named in the Constitution and secured by the laws for the protection of such rights, privileges, or immunities, and the constituted authorities of such State are unable to protect, or, from any cause, fail in or refuse protection of the people in such rights, such facts shall be deemed a denial of such State of the equal protection of the laws to which they are entitled under the Constitution of the United States, and in all such cases or whenever any such insurrection, violence, unlawful combination, or conspiracy opposes or obstructs the laws of the United States, or the due execution thereof, or impedes or obstructs the due course of justice under the same, it shall be lawful for the President, and it shall be his duty to take such measures, by the employment of the militia or the land and naval forces of the United States, or of either, or by other means, as he may deem necessary, for the suppression of such insurrection, domestic violence, or combination. (Sec. 5299, Rev. Stat.)

12. It shall be unlawful to take any vessel or cargo detained under the preceding section from the custody of the proper officers of the customs, unless by process of some court of the United States; and in case of any attempt otherwise to take such vessel or cargo by any force, or combination, or assemblage of persons, too great to be overcome by the officers of the customs, *the President, or such person as he shall have empowered for that purpose, may employ such part of the Army or Navy or militia of the United States*, or such force of citizen volunteers as may be necessary, to prevent the removal of such vessel or cargo, and to protect the officers of the customs in retaining the custody thereof. (Sec. 5316, Rev. Stat.)

13. That when the militia is called into the actual service of the United States, or any portion of the militia is called forth under the provisions of this act, their pay shall commence from the day of their appearing at the place of company rendezvous; but this provision shall not be construed to authorize any species of expenditure previous to arriving at such places of rendezvous which is not provided by existing laws to be paid after their arrival at such places

of rendezvous. (Sec. 11, act of Jan. 21, 1903, as amended by the act of May 27, 1908.)

14. That the Secretary of War shall, with his annual report of each year, transmit to Congress an abstract of the returns and reports of the adjutants general of the States, Territories, and the District of Columbia, with such observations thereon as he may deem necessary for the information of Congress. (Sec. 12, act of Jan. 21, 1903, as amended by act of May 27, 1908.)

15. The Secretary of War may assign retired officers of the Army, with their consent, to active duty for service in connection with the Organized Militia in the several States and Territories upon the request of the governor thereof; and such officers while so assigned shall receive the full pay and allowances of their respective grades. (Act of Apr. 23, 1904.)

A colonel or lieutenant colonel heretofore or hereafter assigned to active duty shall hereafter receive the same pay and allowances as a retired major would receive under a like assignment. (Act of June 12, 1906.)

16. Upon the request of the governors of the several States and Territories concerned the President may detach officers of the active list of the Army from their proper commands for duty * * * as inspectors and instructors of the Organized Militia, as follows, namely: Not to exceed one officer for each regiment and separate battalion of infantry, or its equivalent of other troops. (Act of Mar. 3, 1911.)

C. PROVISIONS OF THE NATIONAL DEFENSE ACT (ACT OF JUNE 3, 1916) PERTAINING TO THE NATIONAL GUARD.

17. *Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That the Army of the United States shall consist of the Regular Army, the Volunteer Army, the Officers' Reserve Corps, the Enlisted Reserve Corps, the National Guard while in the service of the United States, and such other land forces as are now or may hereafter be authorized by law.

18. SEC. 28. PAY OF CERTAIN ENLISTED MEN.—Hereafter the monthly pay of enlisted men of certain grades of the Army created in this Act shall be as follows, namely: Quartermaster sergeant, senior grade, Quartermaster Corps; master hospital sergeant, Medical Department; master engineer, senior grade, Corps of Engineers; and band leader, Infantry, Cavalry, Artillery, and Corps of Engineers, $75; hospital sergeant, Medical Department; and master engineer, junior grade, Corps of Engineers, $65; sergeant, first class, Medical Department, $50; sergeant, first class, Corps of Engineers; regimental supply sergeant, Infantry, Cavalry, Field Artillery, and Corps of Engineers; battalion supply sergeant, Corps of Engineers; and

assistant engineer, Coast Artillery Corps, $45; assistant band leader, Infantry, Cavalry, Artillery, and Corps of Engineers; and sergeant bugler, Infantry, Cavalry, Artillery, and Corps of Engineers, $40; musicians, first class, Infantry, Cavalry, Artillery, and Corps of Engineers; supply sergeant, mess sergeant, and stable sergeant, Corps of Engineers; sergeant Medical Department, $36; supply sergeant, Infantry, Cavalry, and Artillery; mess sergeant, Infantry, Cavalry, and Artillery; cook, Medical Department; horseshoer, Infantry, Cavalry, Artillery, Corps of Engineers, Signal Corps, and Medical Department; stable sergeant, Infantry and Cavalry; radio sergeant, Coast Artillery Corps; and musicians, second class, Infantry, Cavalry, Artillery, and Corps of Engineers, $30; musician, third class, Infantry, Cavalry, Artillery, and Corps of Engineers; corporal, Medical Department, $24; saddler, Infantry, Cavalry, Field Artillery, Corps of Engineers, and Medical Department; mechanic, Infantry, Cavalry, and Field Artillery, and Medical Department; farrier, Medical Department; and wagoner, Infantry, Field Artillery, and Corps of Engineers, $21; private, first class, Infantry, Cavalry, Artillery, and Medical Department, $18; private, Medical Department, and bugler, $15. Nothing herein contained shall operate to reduce the pay or allowances now authorized by law for any grade of enlisted men of the Army: "*Provided*, That enlisted men who are now qualified, or who may hereafter qualify, as expert military telegraphers shall receive $5 a month; as first-class military telegraphers, $3 a month; as military telegraphers, $2 a month; all in addition to their pay, under such regulations as the Secretary of War may prescribe, but no enlisted man shall receive at the same time additional pay for more than one of the classifications named." (As amended by act of Congress approved July 9, 1918.)

SEC. 10. That all officers and enlisted men of the forces herein provided for other than the Regular Army shall be in all respects on the same footing as to pay, allowances, and pensions as officers and enlisted men of corresponding grades and length of service in the Regular Army; and commencing June one, nineteen hundred and seventeen, and continuing until the termination of the emergency, all enlisted men of the Army of the United States in active service whose base pay does not exceed $21 per month shall receive an increase of $15 per month; those whose base pay is $24, an increase of $12 per month; those whose base pay is $30, $36, or $40, an increase of $8 per month; and those whose base pay is $45 or more, an increase of $6 per month: *Provided*, That the increases of pay herein authorized shall not enter into the computation of continuous-service pay. (Act of May 18, 1917.)

Provided, That the provisions of section 10 of an Act entitled "An Act to authorize the President to increase temporarily the Military

Establishment of the United States", approved May 18, 1917, in so for as it increases the pay of the enlisted men of the Army, be, and the same hereby are, continued in force and effect from and after the date and approval of this Act. (Act of July 11, 1919.)

19. SEC. 36. SERGEANTS FOR DUTY WITH THE NATIONAL GUARD.—For the purpose of assisting in the instruction of the personnel and care of property in the hands of the National Guard the Secretary of War is authorized to detail from the Infantry, Cavalry, Field Artillery, Corps of Engineers, Coast Artillery Corps, Medical Department, and Signal Corps of the Regular Army not to exceed one thousand sergeants for duty with corresponding organizations of the National Guard and not to exceed one hundred sergeants for duty with the disciplinary organizations at the United States Disciplinary Barracks, who shall be additional to the sergeants authorized by this act for the corps, companies, troops, batteries, and detachments from which they may be detailed.

20. SEC. 57. COMPOSITION OF THE MILITIA.—The militia of the United States shall consist of all able-bodied male citizens of the United States and all other able-bodied males who have or shall have declared their intention to become citizens of the United States, who shall be more than eighteen years of age and, except as hereinafter provided, not more than forty-five years of age, and said militia shall be divided into three classes, the National Guard, the Naval Militia, and the Unorganized Militia.

21. SEC. 58. COMPOSITION OF THE NATIONAL GUARD.—The National Guard shall consist of the regularly enlisted militia between the ages of eighteen and forty-five years organized, armed, and equipped as hereinafter provided, and of commissioned officers between the ages of twenty-one and sixty-four years.

22. SEC. 59. EXEMPTIONS FROM MILITIA DUTY.—The Vice President of the United States; the officers, judicial and executive, of the Government of the United States and of the several States and Territories; persons in the military or naval service of the United States; customhouse clerks; persons employed by the United States in the transmission of the mail; artificers and workmen employed in the armories, arsenals, and navy yards of the United States; pilots; mariners actually employed in the sea service of any citizen or merchant within the United States, shall be exempt from militia duty without regard to age, and all persons who because of religious belief shall claim exemption from military service, if the conscientious holding of such belief by such person shall be established under such regulations as the President shall prescribe, shall be exempted from militia service in a combatant capacity; but no person so exempted shall be exempt from militia service in any capacity that the President shall declare to be noncombatant.

23. SEC. 60. ORGANIZATION OF NATIONAL GUARD UNITS.—Except as otherwise specifically provided herein, the organization of the National Guard, including the composition of all units thereof, shall be the same as that which is or may hereafter be prescribed for the Regular Army, subject in time of peace to such general exceptions as may be authorized by the Secretary of War. And the President may prescribe the particular unit or units, as to branch or arm of service, to be maintained in each State, Territory, or the District of Columbia in order to secure a force which, when combined, shall form complete higher tactical units.

24. SEC. 61. MAINTENANCE OF OTHER TROOPS BY THE STATES.—No State shall maintain troops in time of peace other than as authorized in accordance with the organization prescribed under this act: *Provided*, That nothing contained in this act shall be construed as limiting the rights of the States and Territories in the use of the National Guard within their respective borders in time of peace: *Provided further*, That nothing contained in this act shall prevent the organization and maintenance of State police or constabulary.

25. SEC. 62. NUMBER OF THE NATIONAL GUARD.—The number of enlisted men of the National Guard to be organized under this act within one year from its passage shall be for each State in the proportion of two hundred such men for each Senator and Representative in Congress from such State, and a number to be determined by the President for each Territory and the District of Columbia, and shall be increased each year thereafter in the proportion of not less than fifty per centum until a total peace strength of not less than eight hundred enlisted men for each Senator and Representative in Congress shall have been reached: *Provided*, That in States which have but one Representative in Congress such increase shall be at the discretion of the President: *Provided further*, That this shall not be construed to prevent any State, Territory, or the District of Columbia from organizing the full number of troops required under this section in less time than is specified in this section, or from maintaining existing organizations if they shall conform to such rules and regulations regarding organization, strength, and armament as the President may prescribe: *And provided further*, That nothing in this act shall be construed to prevent any State with but one Representative in Congress from organizing one or more regiments of troops, with such auxiliary troops as the President may prescribe; such organizations and members of such organizations to receive all the benefits accruing under this act under the conditions set forth herein: *Provided further*, That the word Territory as used in this act and in all laws relating to the land militia and National Guard shall include and apply to Hawaii, Alaska, Porto Rico, and the Canal Zone, and the militia of the Canal Zone shall be organized under such rules

and regulations, not in conflict with the provisions of this act, as the President may prescribe; "*Provided*, That the provisions of section 62 of the act entitled 'An act for making further and more effectual provision for the national defense, and for other purposes,' approved June 3, 1916, shall be considered fulfilled if the first strength mentioned therein be attained by June 30, 1920, and the other increments provided therein be attained by successive years thereafter: *Provided further*, That this shall not prevent any State from compliance with the provisions of section 62: *Provided further*, That the appropriations and provisions of this act referring to the National Guard shall become applicable and available upon the approval of this act." (Act of July 11, 1919.)

26. SEC. 63. Any corps of Artillery, Cavalry, or Infantry existing in any of the States on the passage of the act of May eighth, seventeen hundred and ninety-two, which by the laws, customs, or usages of said States has been in continuous existence since the passage of said act, under its provisions and under the provisions of section two hundred and thirty-two and sections sixteen hundred and twenty-five to sixteen hundred and sixty, both inclusive, of title sixteen of the Revised Statutes of eighteen hundred and seventy-three, and the act of January twenty-first, nineteen hundred and three, relating to the militia, shall be allowed to retain its ancient priviliges, subject, nevertheless, to all duties required by law of militia: *Provided*, That said organizations may be a part of the National Guard and entitled to all the privileges of this act, and shall conform in all respects to the organization, discipline, and training of the National Guard in time of war: *Provided further*, That for purposes of training and when on active duty in the service of the United States they may be assigned to higher units, as the President may direct, and shall be subject to the orders of officers under whom they shall be serving.

27. SEC. 64. ASSIGNMENT OF NATIONAL GUARD TO BRIGADES AND DIVISIONS.—For the purpose of maintaining appropriate organization and to assist in instruction and training, the President may assign the National Guard of the several States and Territories and the District of Columbia to divisions, brigades, and other tactical units, and may detail officers either from the National Guard or the Regular Army to command such units: *Provided*, That where complete units are organized within a State, Territory, or the District of Columbia the commanding officers thereof shall not be displaced under the provisions of this section.

28. SEC. 65. CHIEFS OF STAFF OF NATIONAL GUARD DIVISIONS.—The President may detail one officer of the Regular Army as chief of staff and one officer of the Regular Army or the National Guard as assistant to the chief of staff of any division of the National Guard in the service of the United States as a National Guard organization:

Provided, That in order to insure the prompt mobilization of the National Guard in time of war or other emergency, the President may, in time of peace, detail an officer of the Regular Army to perform the duties of chief of staff for each fully organized tactical division of the National Guard.

29. SEC. 66. ADJUTANTS GENERAL OF STATES, AND SO FORTH.—The adjutants general of the States, Territories, and the District of Columbia and the officers of the National Guard shall make such returns and reports to the Secretary of War, or to such officers as he may designate, at such times and in such form as the Secretary of War may from time to time prescribe: *Provided*, That the adjutants general of the Territories and of the District of Columbia shall be appointed by the President with such rank and qualifications as he may prescribe, and each adjutant general for a Territory shall be a citizen of the Territory for which he is appointed.

30. SEC. 67. APPROPRIATION, APPORTIONMENT, AND DISBURSEMENT OF FUNDS FOR THE NATIONAL GUARD.—A sum of money shall hereafter be appropriated annually, to be paid out of any money in the Treasury not otherwise appropriated, for the support of the National Guard, including the expense of providing arms, ordnance stores, quartermaster stores, and camp equipage, and all other military supplies for issue to the National Guard, and such other expenses pertaining to said guard as are now or may hereafter be authorized by law.

The appropriation provided for in this section shall be apportioned among the several States and Territories under just and equitable procedure to be prescribed by the Secretary of War and in direct ratio to the number of enlisted men in active service in the National Guard existing in such States and Territories at the date of apportionment of said appropriation, and to the District of Columbia, under such regulations as the President may prescribe: *Provided*, That the sum so apportioned among the several States, Territories, and the District of Columbia, shall be available under such rules as may be prescribed by the Secretary of War for the actual and necessary expenses incurred by officers and enlisted men of the Regular Army when traveling on duty in connection with the National Guard; for the transportation of supplies furnished to the National Guard for the permanent equipment thereof; for office rent and necessary office expenses of officers of the Regular Army on duty with the National Guard; for the expenses of the Militia Bureau, including clerical services, now authorized for the Division of Militia Affairs; for expenses of enlisted men of the Regular Army on duty with the National Guard, including quarters, fuel, light, medicines, and medical attendance; and such expenses shall constitute a charge against the whole sum annually appropriated for the support of

the National Guard, and shall be paid therefrom and not from the allotment duly apportioned to any particular State, Territory, or the District of Columbia; for the promotion of rifle practice, including the acquisition, construction, maintenance, and equipment of shooting galleries and suitable target ranges; for the hiring of horses and draft animals for the use of mounted troops, batteries, and wagons; for forage for the same; and for such other incidental expenses in connection with lawfully authorized encampments, maneuvers, and field instruction as the Secretary of War may deem necessary, and for such other expenses pertaining to the National Guard as are now or may hereafter be authorized by law.

"The governor of each State and Territory and the Commanding General of the National Guard of the District of Columbia shall appoint, designate, or detail, subject to the approval of the Secretary of War, the Adjutant General or an officer of the National Guard of the State, Territory, or District of Columbia, who shall be regarded as property and disbursing officer of the United States." (As amended by act of Congress, approved July 9, 1918).

He shall receipt and account for all funds and property belonging to the United States in possession of the National Guard of his State, Territory, or District, and shall make such returns and reports concerning the same as may be required by the Secretary of War. The Secretary of War is authorized, on the requisition of the governor of a State or Territory or the Commanding General of the National Guard of the District of Columbia, to pay to the property and disbursing officer thereof so much of its allotment out of the annual appropriation for the support of the National Guard as shall, in the judgment of the Secretary of War, be necessary for the purposes enumerated therein. He shall render, through the War Department, such accounts of Federal funds intrusted to him for disbursement as may be required by the Treasury Department. Before entering upon the performance of his duties as property and disbursing officer he shall be required to give good and sufficient bond to the United States, the amount thereof to be determined by the Secretary of War, for the faithful performance of his duties and for the safe-keeping and proper disposition of the Federal property and funds intrusted to his care. He shall, after having qualified as property and disbursing officer, receive pay for his services at a rate to be fixed by the Secretary of War, and such compensation shall be a charge against the whole sum annually appropriated for the support of the National Guard: *Provided*, That when traveling in the performance of his official duties under orders issued by the proper authorities he shall be reimbursed for his actual necessary traveling expenses, the sum to be made a charge against the allotment of the State, Territory, or District of Columbia: *Provided*

further, That the Secretary of War shall cause an inspection of the accounts and records of the property and disbursing officer to be made by an inspector general of the Army at least once each year: *And provided further*, That the Secretary of War is empowered to make all rules and regulations necessary to carry into effect the provisions of this section.

31. SEC. 68. LOCATION OF UNITS.—The States and Territories shall have the right to determine and fix the location of the units and headquarters of the National Guard within their respective borders: *Provided*, That no organization of the National Guard, members of which shall be entitled to and shall have received compensation under the provisions of this Act, shall be disbanded without the consent of the President, nor, without such consent, shall the commissioned or enlisted strength of any such organization be reduced below the minimum that shall be prescribed therefor by the President.

32. SEC. 69. ENLISTMENTS IN THE NATIONAL GUARD.—Hereafter the period of enlistment in the National Guard shall be the same as is, or may be, prescribed for the Regular Army: *Provided*, That all persons who have served as enlisted men in the Army of the United States, or the Organized Militia of the several States, subsequent to April 6, 1917, and who have been honorably discharged from such service, may within six months after such discharge or within six months after the passage of this Act, enlist in the National Guard for a period of one year and may reenlist for like periods, and that such enlistments shall not be counted in computing the proportion authorized to be enlisted for one year to conform to the period of enlistment prescribed for the Regular Army: *Provided further*, That enlisted men in the National Guard of the several States now serving under contracts providing for a six-year period of enlistment—three years in an active organization and the remaining three years in the National Guard Reserve—shall be afforded an opportunity to enlist for the periods specified above, and upon entering into a new contract of enlistment for a period of three years under this authority shall be given credit for the period served under the old enlistment contract and the previous enlistment shall in such cases and with the consent of the enlisted man be canceled. (Act of July 11, 1919.)

33. SEC. 70. FEDERAL ENLISTMENT CONTRACT.—Enlisted men in the National Guard of the several States, Territories, and the District of Columbia now serving under enlistment contracts which contain an obligation to defend the Constitution of the United States and to obey the orders of the President of the United States shall be recognized as members of the National Guard under the provisions of this Act for the unexpired portion of their present enlistment contracts. When any such enlistment contract does not contain such obligation,

the enlisted man shall not be recognized as a member of the National Guard until he shall have signed an enlistment contract and taken and subscribed to the following oath of enlistment, upon signing which credit shall be given for the period already served under the old enlistment contract: "I do hereby acknowledge to have voluntarily enlisted this — day of ———, 19 , as a soldier in the National Guard of the United States and of the State of ———, for the period of one or three years, under the conditions prescribed by law, unless sooner discharged by proper authority. And I do solemnly swear that I will bear true faith and allegiance to the United States of America and to the State of ———, and that I will serve them honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and the governor of the State of ———, and of the officers appointed over me according to law and the rules and articles of war." (As amended by the act of July 11, 1919.)

34. SEC. 71. Hereafter all men enlisting for service in the National Guard shall sign an enlistment contract and take and subscribe to the oath prescribed in the preceding section of this act.

35. SEC. 72. DISCHARGE OF ENLISTED MEN FROM THE NATIONAL GUARD.—An enlisted man discharged from service in the National Guard shall receive a discharge in writing in such form and with such classification as is or shall be prescribed for the Regular Army, and in time of peace discharges may be given prior to the expiration of terms of enlistment under such regulations as the President may prescribe.

36. SEC. 73. FEDERAL OATH FOR NATIONAL GUARD OFFICERS.—Commissioned officers of the National Guard of the several States, Territories, and the District of Columbia now serving under commissions regularly issued shall continue in office, as officers of the National Guard, without the issuance of new commissions: *Provided*, That said officers have taken, or shall take and subscribe to the following oath of office: "I, ———, do solemnly swear that I will support and defend the Constitution of the United States and the constitution of the State of ———, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will obey the orders of the President of the United States and of the governor of the State of ———; that I make this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of the office of ——— in the National Guard of the United States and of the State of ——— upon which I am about to enter, so help me God."

37. SEC. 74. QUALIFICATIONS FOR NATIONAL GUARD OFFICERS.—Persons hereafter commissioned as officers of the National Guard shall not be recognized as such under any of the provisions of this

act unless they shall have been selected from the following classes and shall have taken and subscribed to the oath of office prescribed in the preceding section of this act: Officers or enlisted men of the National Guard; officers on the reserve or unassigned list of the National Guard; officers, active or retired, and former officers of the United States Army, Navy, and Marine Corps; graduates of the United States Military and Naval Academies and graduates of schools, colleges, and universities where military science is taught under the supervision of an officer of the Regular Army, and, for the technical branches and staff corps or departments, such other civilians as may be especially qualified for duty therein.

38. SEC. 75. The provisions of this act shall not apply to any person hereafter appointed an officer of the National Guard unless he first shall have successfully passed such tests as to his physical, moral, and professional fitness as the President shall prescribe. The examination to determine such qualifications for commission shall be conducted by a board of three commissioned officers appointed by the Secretary of War from the Regular Army or the National Guard, or both.

39. SEC. 76. FILLING OF VACANCIES WHEN DRAFTED INTO FEDERAL SERVICE.—All vacancies ocurring in any grade of commissioned officers in any organization in the military service of the United States and composed of persons drafted from the National Guard under the provision of this act shall be filled by the President, as far as practicable, by the appointment of persons similarly taken from said guard, and in the manner prescribed by law for filling similar vacancies occurring in the volunteer forces.

40. SEC. 77. ELIMINATION AND DISPOSITION OF OFFICERS.—At any time the moral character, capacity, and general fitness for the service of any National Guard officer may be determined by an efficiency board of three commissioned officers, senior in rank to the officer whose fitness for service shall be under investigation, and if the findings of such board be unfavorable to such officer and be approved by the official authorized to appoint such an officer, he shall be discharged. Commissions of officers of the National Guard may be vacated upon resignation, absence without leave for three months, upon the recommendation of an efficiency board, or pursuant to sentence of a court-martial. Officers of said guard rendered surplus by the disbandment of their organizations shall be placed in the National Guard Reserve. Officers may, upon their own application, be placed in the said reserve.

41. SEC. 78. THE NATIONAL GUARD RESERVE.—Subject to such rules and regulations as the President may prescribe, a National Guard Reserve shall be organized in each State, Territory, and the District of Columbia, and shall consist of such organizations, officers,

and enlisted men as the President may prescribe, or members thereof may be assigned as reserves to an active organization of the National Guard: *Provided*, That members of said reserve, when engaged in field or coast-defense training with the active National Guard, shall receive the same Federal pay and allowances as enlisted men of like grade on the active list of said guard when likewise engaged: *Provided further*, That, except as otherwise specifically provided in this act, no commissioned or enlisted reservist shall receive any pay or allowances out of any appropriation made by Congress for National Guard purposes.

42. SEC. 79. RESERVE BATTALIONS FOR RECRUIT TRAINING.—When members of the National Guard and the enlisted reserve thereof of any State, Territory, or the District of Columbia shall have been brought into the service of the United States in time of war, there shall be immediately organized, either from such enlisted reserve, or from the unorganized militia, in such State, Territory, or District, one reserve battalion for each regiment of Infantry or Cavalry, or each nine batteries of Field Artillery, or each twelve companies of Coast Artillery, brought into the service of the United States, and such reserve battalion shall constitute the fourth battalion of any such regiment or twelve companies of Coast Artillery. Reserve battalions shall consist of four companies of such strength as may be prescribed by the President of the United States. When the members of three or more regiments of the National Guard of any State, Territory, or District shall have been brought into the service of the United States, the reserve battalions of such regiments may be organized into provisional regiments and higher units. If for any reason there shall not be enough voluntary enlistments to keep the reserve battalions at the prescribed strength, a sufficient number of the unorganized militia shall be drafted into the service of the United States to maintain each of such battalions at the proper strength. As vacancies occur from death or other causes in any organization in the service of the United States and composed of men taken from the National Guard, men shall be transferred from the reserve battalions to the organizations in the field so that such organizations may be maintained at war strength. Officers for the reserve battalions provided for herein shall be drafted from the National Guard Reserve or Coast Artillery companies of the National Guard or the Officers' Reserve Corps, such officers to be taken, if practicable, from the States, respectively, in which the battalions shall be organized. Officers and noncommissioned officers returned to their home stations because of their inability to perform active field service may be assigned to reserve battalions for duty, and all soldiers invalided home shall be assigned to and carried on the rolls of reserve battalions until returned to duty or until discharged.

43. SEC. 80. LEAVES OF ABSENCE FOR CERTAIN GOVERNMENT EMPLOYEES.—All officers and employees of the United States and of the District of Columbia who shall be members of the National Guard shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of this act.

44. SEC. 81. MILITIA BUREAU OF THE WAR DEPARTMENT.—The National Militia Board created by section eleven of the act of May twenty-seventh, nineteen hundred and eight, amending section twenty of the act of January twenty-first, nineteen hundred and three, shall, from the date of the approval of this act, be abolished. The Militia Division now existing in the War Department shall hereafter be known as the Militia Bureau of said department, shall, like other bureaus of said department, be under the immediate supervision of the Secretary of War, and shall not form a part of any other bureau, office, or other organization, but the Chief of the Militia Bureau shall be ex officio a member of the General Staff Corps: *Provided*, That the President may, in his discretion, assign to duty in the Militia Bureau as assistants to the chief thereof not to exceed one colonel and one lieutenant colonel of the National Guard, for terms of four years, and any such officer while so assigned shall, subject to such regulations as the President may prescribe, receive out of the whole fund appropriated for the support of the militia the pay and allowances of a Regular Army officer having the same rank and length of service as said National Guard officer, whose prior service in the Organized Militia shall be counted in ascertaining his rights under this proviso.

45. SEC. 82. ARMAMENT, EQUIPMENT, AND UNIFORM OF THE NATIONAL GUARD.—The National Guard of the United States shall, as far as practicable, be uniformed, armed, and equipped with the same type of uniforms, arms, and equipments as are or shall be provided for the Regular Army.

46. SEC. 83. The Secretary of War is hereby authorized to procure, under such regulations as the President may prescribe, by purchase or manufacture, within the limits of available appropriations made by Congress, and to issue from time to time to the National Guard, upon requisition of the governors of the several States and Territories or the commanding general of the National Guard of the District of Columbia, such number of United States service arms, with all accessories, field artillery matériel, engineer, coast artillery, signal, and sanitary matériel, accouterments, field uniforms, clothing, equipage, publications, and military stores of all kinds, including public animals, as are necessary to arm, uniform, and equip for field service the National Guard in the several States, Territories, and the District of Columbia: *Provided*, That as a condition precedent to the issue of any

property as provided for by this act, the State, Territory, or the District of Columbia desiring such issue shall make adequate provision, to the satisfaction of the Secretary of War, for the protection and care of such property: *Provided further*, That, whenever it shall be shown to the satisfaction of the Secretary of War that the National Guard of any State, Territory, or the District of Columbia, is properly organized, armed, and equipped for field service, funds allotted to that State, Territory, or District for the support of its National Guard may be used for the purchase, from the War Department, of any article issued by any of the supply departments of the Army.

47. SEC. 84. Under such regulations as the President may prescribe, whenever a new type of equipment, small arm, or field gun shall have been issued to the National Guard of the several States, Territories, and the District of Columbia, such equipment, small arms, and field guns, including all accessories, shall be furnished without charging the cost or value thereof or any expense connected therewith against the appropriations provided for the support of the National Guard.

48. SEC. 85. Each State, Territory, and the District of Columbia shall, on the receipt of new property issued to replace obsolete or condemned prior issues, turn in to the War Department or otherwise dispose of, in accordance with the directions of the Secretary of War, all property so replaced or condemned, and shall not receive any money credit therefor.

49. SEC. 86. Any State, Territory, or the District of Columbia may, with the approval of the Secretary of War, purchase for cash from the War Department for the use of the National Guard, including the officers thereof, any stores, supplies, material of war, and military publications furnished to the Army, in addition to those issued under the provisions of this act, at the price at which they shall be listed to the Army, with cost of transportation added. The funds received from such sale shall be credited to the appropriation to which they shall belong, shall not be covered into the Treasury, and shall be available until expended to replace therewith the supplies sold to the States in the manner herein authorized: *Provided*, That stores, supplies, and matériel of war so purchased by a State, Territory, or the District of Columbia may, in time of actual or threatened war, be requisitioned by the United States for use in the military service thereof, and when so requisitioned by the United States and delivered credit for the ultimate return of such property in kind shall be allowed to such State, Territory, or the District of Columbia.

50. SEC. 87. DISPOSITION AND REPLACEMENT OF DAMAGED PROPERTY, AND SO FORTH.—All military property issued to the National Guard as herein provided shall remain the property of the United States. Whenever any such property issued to the National Guard

in any State or Territory or the District of Columbia shall have been lost, damaged, or destroyed, or become unserviceable or unsuitable by use in service or from any other cause, it shall be examined by a disinterested surveying officer of the Regular Army or the National Guard, detailed by the Secretary of War, and the report of such surveying officer shall be forwarded to the Secretary of War, or to such officer as he shall designate to receive such reports; and if it shall appear to the Secretary of War from the record of survey that the property was lost, damaged, or destroyed through unavoidable causes, he is hereby authorized to relieve the State or Territory or the District of Columbia from further accountability therefor. If it shall appear that the loss, damage, or destruction of property was due to carelessness or neglect, or that its loss, damage, or destruction could have been avoided by the exercise of reasonable care, the money value of such property shall be charged to the accountable State, Territory, or District of Columbia, to be paid from State, Territory, or District funds, or any funds other than Federal. If the articles so surveyed are found to be unserviceable or unsuitable, the Secretary of War shall direct what disposition, by sale or otherwise, shall be made of them; and if sold, the proceeds of such sale, as well as stoppages against officers and enlisted men, and the net proceeds of collections made from any person or from any State, Territory, or District to reimburse the Government for the loss, damage, or destruction of any property, shall be deposited in the Treasury of the United States as a credit to said State, Territory, or the District of Columbia, accountable for said property, and as a part of and in addition to that portion of its allotment set aside for the purchase of similar supplies, stores, or material of war: *Provided further*, That if any State, Territory, or the District of Columbia shall neglect or refuse to pay, or to cause to be paid, the money equivalent of any loss, damage, or destruction of property charged against such State, Territory, or the District of Columbia by the Secretary of War after survey by a disinterested officer appointed as hereinbefore provided, the Secretary of War is hereby authorized to debar such State, Territory, or the District of Columbia from further participation in any and all appropriations for the National Guard until such payment shall have been made.

51. SEC. 88. The net proceeds of the sale of condemned stores issued to the National Guard and not charged to State allotments shall be covered into the Treasury of the United States, as shall also stoppages against officers and enlisted men, and the net proceeds of collections made from any person to reimburse the Government for the loss, damage, or destruction of said property not charged against the State allotment issued for the use of the National Guard.

52. SEC. 89. HORSES FOR CAVALRY AND FIELD ARTILLERY OF NATIONAL GUARD.—Funds alloted by the Secretary of War for the support of the National Guard shall be available for the purchase, under such regulations as the Secretary of War may prescribe, of horses conforming to the Regular Army standards for the use of Field Artillery and Cavalry of the National Guard, said horses to remain the property of the United States and to be used solely for military purposes.

Horses so purchased may be issued not to exceed thirty-two to any one battery or troop, under such regulations as the Secretary of War may prescribe; and the Secretary of War is further authorized to issue, in lieu of purchase, for the use of such organizations, condemned Army horses which are no longer fit for service, but which may be suitable for the purposes of instruction, such horses to be sold as now provided by law when said purposes shall have been served.

53. SEC. 90. Funds allotted by the Secretary of War for the support of the National Guard shall be available for the purchase and issue of forage, bedding, shoeing, and veterinary services, and supplies for the Government horses issued to any battery or troop, and for the compensation of competent help for the care of the material, animals, and equipment thereof, under such regulations as the Secretary of War may prescribe: *Provided*, That the men to be compensated, not to exceed five for each battery or troop, shall be duly enlisted therein and shall be detailed by the battery or troop commander, under such regulations as the Secretary of War may prescribe, and shall be paid by the United States disbursing officer in each State, Territory, and the District of Columbia.

54. SEC. 91. DISCIPLINE TO CONFORM TO THAT OF REGULAR ARMY.—The discipline (which includes training) of the National Guard shall conform to the system which is now or may hereafter be prescribed for the Regular Army, and the training shall be carried out by the several States, Territories, and the District of Columbia so as to conform to the provisions of this act.

55. SEC. 92. TRAINING OF THE NATIONAL GUARD.—Each company, troop, battery, and detachment in the National Guard shall assemble for drill and instruction, including indoor target practice, not less than forty-eight times each year, and shall, in addition thereto, participate in encampments, maneuvers, or other exercises, including outdoor target practice, at least fifteen days in training each year, including target practice, unless such company, troop, battery, or detachment shall have been excused from participation in any part thereof by the Secretary of War: *Provided*, That credit for an assembly for drill or for indoor target practice shall not be given unless the number of officers and enlisted men present for duty at such assembly shall equal or exceed a minimum to be prescribed by the President,

nor unless the period of actual military duty and instruction participated in by each officer and enlisted man at each such assembly at which he shall be credited as having been present shall be of at least one and one-half hours' duration and the character of training such as may be prescribed by the Secretary of War.

56. SEC. 93. INSPECTIONS OF THE NATIONAL GUARD.—The Secretary of War shall cause an inspection to be made at least once each year by inspectors general, and if necessary by other officers, of the Regular Army, detailed by him for that purpose, to determine whether the amount and condition of the property in the hands of the National Guard is satisfactory; whether the National Guard is organized as hereinbefore prescribed; whether the officers and enlisted men possess the physical and other qualifications prescribed; whether the organization and the officers and enlisted men thereof are sufficiently armed, uniformed, equipped, and being trained and instructed for active duty in the field or coast defense, and whether the records are being kept in accordance with the requirements of this act. The reports of such inspections shall serve as the basis for deciding as to the issue to and retention by the National Guard of the military property provided for by this act, and for determining what organizations and individuals shall be considered as constituting parts of the National Guard within the meaning of this act.

57. SEC. 94. ENCAMPMENTS AND MANEUVERS.—Under such regulations as the President may prescribe the Secretary of War is authorized to provide for the participation of the whole or any part of the National Guard in encampments, maneuvers, or other exercises, including outdoor target practice, for field or coast-defense instruction, either independently or in conjunction with any part of the Regular Army, and there may be set aside from the funds appropriated for that purpose and allotted to any State, Territory, or the District of Columbia, such portion of said funds as may be necessary for the payment, subsistence, transportation, and other proper expenses of such portion of the National Guard of such State, Territory, or the District of Columbia as shall participate in such encampments, maneuvers, or other exercises, including outdoor target practice, for field and coast-defense instruction; and the officers and enlisted men of such National Guard while so engaged shall be entitled to the same pay, subsistence, and transportation as officers and enlisted men of corresponding grades of the Regular Army are or hereafter may be entitled by law.

58. SEC. 95. When any part of the National Guard participates in encampments, maneuvers, or other exercises, including outdoor target practice, for field or coast-defense instruction at a United States military post, or reservation, or elsewhere, if in conjunction with

troops of the United States, the command of such military post or reservation and of the officers and troops of the United States on duty there or elsewhere shall remain with the commander of the United States troops without regard to the rank of the commanding or other officer of the National Guard temporarily engaged in the encampments, maneuvers, or other exercises.

59. SEC. 96. USE OF REGULAR ARMY PERSONNEL.—The Secretary of War may detail one or more officers and enlisted men of the Regular Army to attend any encampment, maneuver, or other exercise for field or coast-defense instruction of the National Guard, who shall give such instruction and information to the officers and men assembled for such encampment, maneuver, or other exercise as may be directed by the Secretary of War or requested by the governor or by the commanding officer of the National Guard there on duty.

60. SEC. 97. Under such regulations as the President may prescribe the Secretary of War may provide camps for the instruction of officers and enlisted men of the National Guard. Such camps shall be conducted by officers of the Regular Army detailed by the Secretary of War for that purpose, and may be located either within or without the State, Territory, or District of Columbia to which the members of the National Guard designated to attend said camps shall belong. Officers and enlisted men attending such camps shall be entitled to pay and transportation, and enlisted men to subsistence in addition, at the same rates as for encampments or maneuvers for field or coast-defense instruction.

61. SEC. 98. When any portion of the National Guard shall participate in encampments, maneuvers, or other exercises, including outdoor target practice, for field or coast-defense instruction, under the provisions of this Act, it may, after being duly mustered, be paid at any time after such muster for the period from the date of leaving the home rendezvous to date of return thereto as determined in advance, both dates inclusive; and such payment, if otherwise correct, shall pass to the credit of the disbursing officer making the same.

62. SEC. 99. NATIONAL GUARD OFFICERS AND MEN AT SERVICE SCHOOLS, AND SO FORTH.—Under such regulations as the President may prescribe, the Secretary of War may, upon the recommendation of the governor of any State or Territory or the commanding general of the National Guard of the District of Columbia, authorize a limited number of selected officers or enlisted men of the National Guard to attend and pursue a regular course of study at any military service school of the United States, except the United States Military Academy; or to be attached to an organization of the same arm, corps, or department to which such officer or enlisted man shall belong, for routine practical instruction at or near an Army post during a period of field training or other outdoor exercises; and such officer or en-

listed man shall receive, out of any National Guard allotment of funds available for the purpose, the same travel allowances and quarters, or commutation of quarters, and the same pay, allowances, and subsistence to which an officer or enlisted man of the Regular Army would be entitled for attending such school, college, or practical course of instruction under orders from proper military authority, while in actual attendance at such school, college, or practical course of instruction: *Provided*, That in no case shall the pay and allowances authorized by this section exceed those of a captain.

63. SEC. 100. DETAIL OF OFFICERS OF REGULAR ARMY TO DUTY WITH THE NATIONAL GUARD.—The Secretary of War shall detail officers of the active list of the Army to duty with the National Guard in each State, Territory, or District of Columbia, and officers so detailed may accept commissions in the National Guard, with the permission of the President and terminable in his discretion, without vacating their commissions in the Regular Army or being prejudiced in their relative or lineal standing therein. The Secretary of War may, upon like application, detail one or more enlisted men of the Regular Army with each State, Territory, or District of Columbia for duty in connection with the National Guard. But nothing in this section shall be so construed as to prevent the detail of retired officers as now provided by law.

64. SEC. 101. NATIONAL GUARD, WHEN SUBJECT TO LAWS GOVERNING REGULAR ARMY.—The National Guard when called as such into the service of the United States shall, from the time they are required by the terms of the call to respond thereto, be subject to the laws and regulations governing the Regular Army, so far as such laws and regulations are applicable to officers and enlisted men whose permanent retention in the military service, either on the active list or on the retired list, is not contemplated by existing law.

65. SEC. 102. SYSTEM OF COURTS-MARTIAL FOR NATIONAL GUARD.—Except in organizations in the service of the United States, courts-martial in the National Guard shall be of three kinds, namely, general courts-martial, special courts-martial, and summary courts-martial. They shall be constituted like, and have cognizance of the same subjects, and possess like powers, except as to punishments, as similar courts provided for by the laws and regulations governing the Army of the United States, and the proceedings of courts-martial of the National Guard shall follow the forms and modes of procedure prescribed for said similar courts.

66. SEC. 103. General courts-martial of the National Guard not in the service of the United States may be convened by orders of the President, or of the governors of the respective States and Territories, or by the commanding general of the National Guard of the District of Columbia, and such courts shall have the power to impose fines not

exceeding $200; to sentence to forfeiture of pay and allowances; to a reprimand; to dismissal or dishonorable discharge from the service; to reduction of noncommissioned officers to the ranks; or any two or more of such punishments may be combined in the sentences imposed by such courts.

67. SEC. 104. In the National Guard, not in the service of the United States, the commanding officer of each garrison, fort, post, camp, or other place, brigade, regiment, detached battalion, or other detached command, may appoint special courts-martial for his command; but such special courts-martial may in any case be appointed by superior authority when by the latter deemed desirable. Special courts-martial shall have power to try any person subject to military law, except a commissioned officer, for any crime or offense made punishable by the military laws of the United States, and such special courts-martial shall have the same powers of punishment as do general courts-martial, except that fines imposed by such courts shall not exceed $100.

68. SEC. 105. In the National Guard, not in the service of the United States, the commanding officer of each garrison, fort, post, or other place, regiment or corps, detached battalion, company, or other detachment of the National Guard may appoint for such place or command a summary court to consist of one officer, who shall have power to administer oaths and to try the enlisted men of such place or command for breaches of discipline and violations of laws governing such organizations; and said court, when satisfied of the guilt of such soldier, may impose fines not exceeding $25 for any single offense; may sentence noncommissioned officer to reduction to the ranks; may sentence to forfeiture of pay and allowances. The proceedings of such court shall be informal, and the minutes thereof shall be the same as prescribed for summary courts of the Army of the United States.

69. SEC. 106. All courts-martial of the National Guard not in the service of the United States, including summary courts, shall have power to sentence to confinement in lieu of fines authorized to be imposed: *Provided*, That such sentences of confinement shall not exceed one day for each dollar of fine authorized.

70. SEC. 107. No sentence of dismissal from the service or dishonorable discharge, imposed by a National Guard court-martial, not in the service of the United States, shall be executed until approved by the governor of the State or Territory concerned or by the commanding general of the National Guard of the District of Columbia.

71. SEC. 108. In the National Guard, not in the service of the United States, presidents of courts-martial and summary court officers shall have power to issue warrants to arrest accused persons and to bring them before the court for trial whenever such persons shall have

disobeyed an order in writing from the convening authority to appear before such court, a copy of the charge or charges having been delivered to the accused with such order, and to issue subpœnas and subpœnas duces tecum and to enforce by attachment attendance of witnesses and the production of books and papers, and to sentence for a refusal to be sworn or to answer as provided in actions before civil courts.

All processes and sentences of said courts shall be executed by such civil officers as may be prescribed by the laws of the several States and Territories, and in any State where no provision shall have been made for such action, and in the Territories and the District of Columbia, such processes and sentences shall be executed by a United States marshal or his duly appointed deputy, and it shall be the duty of any United States marshal to execute all such processes and sentences and make return thereof to the officer issuing or imposing the same.

72. SEC. 109. PAY FOR NATIONAL GUARD OFFICERS.—Certain commissioned officers on the active list belonging to organizations of the National Guard of each State, Territory, and the District of Columbia participating in the apportionment of the annual appropriation for the support of the National Guard shall receive compensation for their services, except during periods of service for which they may become lawfully entitled to the same pay as officers of corresponding grades of the Regular Army, as follows, not to include longevity pay: A captain $500 per year, and the same pay shall be paid to every officer of higher rank than that of captain, a first lieutenant $240 per year, and a second lieutenant $200 per year. Regulations to be prescribed by the Secretary of War shall determine the amount and character of service that must be rendered by officers to entitle them to the whole or specific parts of the maximum pay hereinbefore authorized: *Provided,* That all staff officers, aids-de-camp, and chaplains shall receive not to exceed one-half of the pay of a captain, except that regimental adjutants, and majors and captains in command of machine-gun companies, ambulance companies, field hospital companies, or sanitary troops shall receive the pay hereinbefore authorized for a captain.

73. SEC. 110. PAY FOR NATIONAL GUARD ENLISTED MEN.—Each enlisted man on the active list belonging to an organization of the National Guard of a State, Territory, or the District of Columbia, participating in the apportionment of the annual appropriation for the support of the National Guard, shall receive compensation for his services, except during periods of service for which he may become lawfully entitled to the same pay as an enlisted man of corresponding grade in the Regular Army, at a rate equal to twenty-five per centum of the initial pay now provided by law for enlisted men of corresponding grades of the Regular Army: *Provided,* That such enlisted man shall receive the compensation herein provided if he shall have attended not less than forty-eight regular drills during any one year,

and a proportionate amount for attendance upon a lesser number of such drills, not less than twenty-four; and no such enlisted man shall receive any part of said compensation except as authorized by this proviso and the three provisos next following: *Provided further*, That the compensation provided herein shall be computed for semiannual periods, beginning the first day of January and the first day of July of each year, in proportion to the number of drills attended; and no compensation shall be paid to any enlisted man for the first semiannual period of any year unless he shall have attended during said period at least twenty-four drills, but any lesser number of drills attended during said period shall be reckoned with the drills attended during the second semiannual period in computing the compensation, if any, due him for that year: *Provided further*, That when any man enters into an enlistment other than an immediate reenlistment he shall be entitled to proportional compensation for that year if during the remainder of the year he shall attend a number of drills whose ratio to twenty-four is not less than the ratio of the part of the year so served to the whole year; and when any man's enlistment shall expire the compensation, if any, to which he may be entitled shall be determined in like manner: *Provided further*, That periods of any actual military duty equivalent to the drills herein prescribed (except those periods of service for which members of the National Guard may become lawfully entitled to the same pay as officers and enlisted men of the corresponding grades in the Regular Army) may be accepted as service in lieu of such drills when so provided by the Secretary of War.

All amounts appropriated for the purpose of this and the last preceding section shall be disbursed and accounted for by the officers and agents of the Quartermaster Corps of the Army, and all disbursements under the foregoing provisions of this section shall be made as soon as practicable after the thirty-first day of December and the thirtieth day of June of each year upon pay rolls prepared and authenticated in the manner to be prescribed by the Secretary of War: *Provided*, That stoppages may be made against the compensation payable to any officer or enlisted man hereunder to cover the cost of public property lost or destroyed by and chargeable to such officer or enlisted man.

Except as otherwise specifically provided herein, no money appropriated under the provisions of this or the last preceding section shall be paid to any person not on the active list, nor to any person over sixty-four years of age, nor to any person who shall fail to qualify as to fitness for military service under such regulations as the Secretary of War shall prescribe, nor to any State, Territory, or District, or officer or enlisted man in the National Guard thereof, unless and until such State, Territory, or District provides by law that staff officers,

including officers of the Pay, Inspection, Subsistence, and Medical Departments, hereafter appointed shall have had previous military experience and shall hold their positions until they shall have reached the age of sixty-four years, unless retired prior to that time by reason of resignation, disability, or for cause to be determined by a court-martial legally convened for that purpose. and that vacancies among said officers shall be filled by appointment from the officers of the militia of such State, Territory, or District: *Provided further*, That the preceding proviso shall not apply to any State, Territory, or District until sixty days next after the adjournment of the next session of its legislature held after the approval of this act.

74. SEC. 111. NATIONAL GUARD WHEN DRAFTED INTO FEDERAL SERVICE.—When Congress shall have authorized the use of the armed land forces of the United States, for any purpose requiring the use of troops in excess of those of the Regular Army, the President may, under such regulations, including such physical examination, as he may prescribe, draft into the military service of the United States, to serve therein for the period of the war unless sooner discharged, any or all members of the National Guard and of the National Guard Reserve. All persons so drafted shall, from the date of their draft, stand discharged from the militia, and shall from said date be subject to such laws and regulations for the government of the Army of the United States as may be applicable to members of the Volunteer Army, and shall be embodied in organizations corresponding as far as practicable to those of the Regular Army or shall be otherwise assigned as the President may direct. The commissioned officers of said organizations shall be appointed from among the members thereof, officers with rank not above that of colonel to be appointed by the President alone, and all other officers to be appointed by the President by and with the advice and consent of the Senate. Officers and enlisted men in the service of the United States under the terms of this section shall have the same pay and allowances as officers and enlisted men of the Regular Army of the same grades and the same prior service.

75. SEC. 112. RIGHTS TO PENSIONS.—When any officer or enlisted man of the National Guard drafted into the service of the United States in time of war is disabled by reason of wounds or disability received or incurred while in the active service of the United States in time of war, he shall be entitled to all the benefits of the pension laws existing at the time of his service, and in case such officer or enlisted man dies in the active service of the United States in time of war or in returning to his place of residence after being mustered out of such service, or at any other time in consequence of wounds or disabilities received in such active service, his widow and children, if any, shall be entitled to all the benefits of such pension laws.

76. SEC. 113. ENCOURAGEMENT OF RIFLE PRACTICE.—The Secretary of War shall annually submit to Congress recommendations and estimates for the establishment and maintenance of indoor and outdoor rifle ranges, under such a comprehensive plan as will ultimately result in providing adequate facilities for rifle practice in all sections of the country. And that all ranges so established and all ranges which may have already been constructed, in whole or in part, with funds provided by Congress shall be open for use by those in any branch of the military or naval service of the United States and by all able-bodied males capable of bearing arms, under reasonable regulations to be prescribed by the controlling authorities and approved by the Secretary of War. That the President may detail capable officers and noncommissioned officers of the Regular Army and National Guard to duty at such ranges as instructors for the purpose of training the citizenry in the use of the military arm. Where rifle ranges shall have been so established and instructors assigned to duty thereat, the Secretary of War shall be authorized to provide for the issue of a reasonable number of standard military rifles and such quantities of ammunition as may be available for use in conducting such rifle practice.

77. SEC. 114. TEMPORARY VACANCIES IN REGULAR ARMY DUE TO DETAILS TO THE NATIONAL GUARD.—In time of war the temporary vacancies created in any grade not above that of colonel among the commissioned personnel of any arm, staff corps, or department of the Regular Army, through appointments of officers thereof to higher rank in organizations composed of members taken from the National Guard, shall be filled by temporary promotions according to seniority in rank from officers holding commissions in the next lower grade in said arm, staff corps, or department, and all vacancies created in any grade by such temporary promotions shall be in like manner filled from, and thus create temporary vacancies in, the next lower grade, and the vacancies that shall remain thereafter in said arm, staff corps, or department and that can not be filled by temporary promotions, as prescribed in this section, may be filled by the temporary appointment of officers of such number and grade or grades as shall maintain said arm, corps, or department at the full commissioned strength authorized by law: *Provided*, That in the staff corps and departments subject to the provisions of sections twenty-six and twenty-seven of the act of February second, nineteen hundred and one, and acts amendatory thereof, temporary vacancies that can not be filled by temporary promotions as hereinbefore prescribed shall be filled by temporary details in the manner prescribed in said sections twenty-six and twenty-seven, and acts amendatory thereof, and the resulting temporary vacancies in the branches of the Army from which the details shall be so made shall be filled as

hereinbefore in this section prescribed: *Provided further,* That officers temporarily promoted or appointed under the terms of this section shall be promoted or appointed by the President, by and with the advice and consent of the Senate, for terms that shall not extend beyond the war or the passing of the emergency for which additional forces were brought into the military service of the United States, and at the termination of the war or the passing of the emergency said officers shall be discharged from the positions held by them under their temporary commissions or appointments, and officers detailed as herein authorized shall be relieved from their temporary details: *And provided further,* That officers temporarily promoted under the provisions of this section shall not vacate their permanent commissions nor be prejudiced in their relative or lineal standing in the Regular Army.

78. SEC. 115. PHYSICAL EXAMINATION.—Every officer and enlisted man of the National Guard who shall be called into the service of the United States as such shall be examined as to his physical fitness under such regulations as the President may prescribe without further commission or enlistment: *Provided,* That immediately preceding the muster out of an officer or enlisted man called into the active service of the United States he shall be physically examined under rules prescribed by the President of the United States, and the record thereof shall be kept in the War Department.

79. SEC. 116. NONCOMPLIANCE WITH FEDERAL ACT.—Whenever any State shall, within a limit of time to be fixed by the President, have failed or refused to comply with or enforce any requirement of this act, or any regulation promulgated thereunder and in aid thereof by the President or the Secretary of War, the National Guard of such State shall be debarred, wholly or in part, as the President may direct, from receiving from the United States any pecuniary or other aid, benefit, or privilege authorized or provided by this act or any other law.

80. SEC. 117. APPLICABLE TO LAND FORCES ONLY.—The provisions of this act in respect to the militia shall be applicable only to militia organized as a land force and not to the Naval Militia, which shall consist of such part of the militia as may be prescribed by the President for each State, Territory, or District: *Provided,* That each State, Territory, or District maintaining a Naval Militia as herein prescribed may be credited to the extent of the number thereof in the quota that would otherwise be required by section sixty-two of this act. (Proviso repealed by act of Congress approved July 1, 1918. Op. J. A. G., May 3, 1919.)

81. SEC. 118. NECESSARY RULES AND REGULATIONS.—The President shall make all necessary rules and regulations and issue such orders as may be necessary for the thorough organization, discipline, and government of the militia provided for in this act.

82. SEC. 119. ANNUAL ESTIMATES REQUIRED.—The Secretary of War shall cause to be estimated annually the amount necessary for carrying out the provisions of so much of this act as relates to the militia, and no money shall be expended under said provisions except as shall from time to time be appropriated for carrying them out.

83. SEC. 125. PROTECTION OF THE UNIFORM.—It shall be unlawful for any person not an officer or enlisted man of the United States Army, Navy, or Marine Corps, to wear the duly prescribed uniform of the United States Army, Navy, or Marine Corps, or any distinctive part of such uniform, or a uniform any part of which is similar to a distinctive part of the duly prescribed uniform of the United States Army, Navy, or Marine Corps: *Provided*, That the foregoing provision shall not be construed so as to prevent officers or enlisted men of the National Guard from wearing, in pursuance of law and regulations, the uniform lawfully prescribed to be worn by such officers or enlisted man of the National Guard; nor to prevent members of the organization known as the Boy Scouts of America, or the Naval Militia, or such other oganizations as the Secretary of War may designate, from wearing their prescribed uniforms; nor to prevent persons who in time of war have served honorably as officers of the United States Army, Navy, or Marine Corps, Regular or Volunteer, and whose most recent service was terminated by an honorable discharge, muster out, or resignation, from wearing, upon occasions of ceremony, the uniform of the highest grade they have held by brevet or other commission in such Regular or Volunteer service; nor to prevent any person who has been honorably discharged from the United States Army, Navy, or Marine Corps, Regular or Volunteer, from wearing his uniform from the place of his discharge to his home, within three months after the date of such discharge; nor to prevent the members of military societies composed entirely of honorably discharged officers or enlisted men, or both, of the United States Army, Navy, or Marine Corps, Regular or Volunteer, from wearing, upon occasions of ceremony, the uniform duly prescribed by such societies to be worn by the members thereof; nor to prevent the instructors and members of the duly organized cadet corps of a State university, State college, or public high school offering a regular course in military instruction from wearing the uniform duly prescribed by the authorities of such university, college, or public high school for wear by the instructors and members of such cadet corps; nor to prevent the instructors and members of the duly organized cadet corps of any other institution of learning offering a regular course in military instruction, and at which an officer or enlisted man of the United States Army, Navy, or Marine Corps is lawfully detailed for duty as instructor in military science and tactics, from wearing the uniform duly prescribed by the authorities of such institution of

learning for wear by the instructors and members of such cadet corps; nor to prevent civilians attendant upon a course of military or naval instruction authorized and conducted by the military or naval authorities of the United States from wearing, while in attendance upon such course of instruction, the uniform authorized and prescribed by such military or naval authorities for wear during such course of instruction; nor to prevent any person from wearing the uniform of the United States Army, Navy, or Marine Corps in any playhouse or theater or in moving-picture films while actually engaged in representing therein a military or naval character not tending to bring discredit or reproach upon the United States Army, Navy, or Marine Corps: *Provided further*, That the uniforms worn by officers or enlisted men of the National Guard, or by the members of the military societies or the instructors and members of the cadet corps referred to in the preceding proviso shall include some distinctive mark or insignia to be prescribed by the Secretary of War to distinguish such uniforms from the uniforms of the United States Army, Navy, and Marine Corps: *And provided further*, That the members of the military societies and the instructors and members of the cadet corps hereinbefore mentioned shall not wear the insignia of rank prescribed to be worn by officers of the United States Army, Navy, or Marine Corps, or any insignia of rank similar thereto.

Any person who offends against the provisions of this section shall, on conviction, be punished by a fine not exceeding $300, or by imprisonment not exceeding six months, or by both such fine and imprisonment; "*Provided*, That hereafter, upon the discharge or furlough to the Reserve of an enlisted man, all uniform outer clothing then in his possession, except such articles as he may be permitted to wear from the place of termination of his active service to his home, as authorized by this section, will be retained for military use; and within four months after such termination of his active service he shall return all uniform clothing, which he was so permitted to retain for wear to his home by mail, under a franked label which shall be furnished him for the purpose, and in conformity with the instructions given him at the time of such termination of his active service; and in case he shall fail to return the same within such period, and in accordance with such instructions he shall be deemed guilty of a misdemeanor, and, upon conviction, suffer the punishment prescribed by this section: *Provided further*, That upon the release from Federal service of an enlisted man of the National Guard called as such into the service of the United States, all uniform outer clothing then in his possession shall be taken up and accounted for as property issued to the National Guard of the State to which

the enlisted man belongs, in the manner prescribed by section sixty-seven of said act: *And provided further*, That when an enlisted man is discharged otherwise than honorably, all uniform outer clothing in his possession shall be retained for military use, and, when authorized by regulations prescribed by the Secretary of War, a suit of citizen's outer clothing to cost not exceeding $15 may be issued to such enlisted man: *And provided further*, That officers and members of the National Home for Disabled Volunteer Soldiers may, regardless of the preceding provisions of said act, wear such uniforms as the Secretary of War may authorize." (As amended by act of Congress, approved July 9, 1918).

D. ACT OF MAY 12, 1917.

84. "*Provided*, That the National Guard of any State, Territory, or the District of Columbia, shall include such officers and enlisted men of the staff corps and departments, corresponding to those of the Regular Army, as may be authorized by the Secretary of War." (Act of Congress approved May 12, 1917.)

ARTICLE II.

MILITARY DISCIPLINE.

85. All persons in the military service are required to obey strictly and to execute promptly the lawful orders of their superiors.

86. Military authority will be exercised with firmness, kindness, and justice. Punishments must conform to law and follow offenses as promptly as circumstances will permit.

87. Superiors are forbidden to injure those under their authority by tyrannical or capricious conduct or by abusive language. While maintaining discipline and the thorough and prompt performance of military duty, all officers, in dealing with enlisted men, will bear in mind the absolute necessity of so treating them as to preserve their self-respect. Officers will keep in as close touch as possible with the men under their command and will strive to build up such relations of confidence and sympathy as will insure the free approach of their men to them for counsel and assistance. This relationship may be gained and maintained without relaxation of the bonds of discipline and with great benefit to the service as a whole.

88. Courtesy among military men is indispensable to discipline; respect to superiors will not be confined to obedience on duty, but will be extended on all occasions.

89. Deliberations or discussions among military men conveying praise or censure, or any mark of approbation, toward others in the military service, and all publications relating to private or personal transactions between officers, are prohibited. Efforts to influence Congressional legislation affecting the National Guard, or to procure personal favor or consideration, should never be made except through regular military channels; the adoption of any other method by any officer or enlisted man will be noted in the military record of those concerned.

ARTICLE III.

RANK AND PRECEDENCE AMONG REGULARS, MILITIA, AND VOLUNTEERS.

90. That in time of war or public danger, when two or more officers of the same grade are on duty in the same field, department, or command, or of organizations thereof, the President may assign the command of the forces of such field, department, or command, or of any organization thereof, without regard to seniority of rank in the same grade. In the absence of such assignment by the President, officers of the same grade shall rank and have precedence in the following order, without regard to date of rank or commission as between officers of different classes, namely: First, officers of the Regular Army and officers of the Marine Corps, detached for service with the Army by order of the President; second, officers of forces drafted or called into the service of the United States; and third, officers of the volunteer forces: *Provided*, That officers of the Regular Army holding commissions in forces drafted or called into the service of the United States or in the volunteer forces shall rank and have precedence under said commissions as if they were commissions in the Regular Army; the rank of officers of the Regular Army under commissions in the National Guard as such shall not, for the purposes of this article, be held to antedate the acceptance of such officers into the service of the United States under said commissions. (Article of War 119.)

91. When different corps or commands of the military forces of the United States happen to join or do duty together, the officer highest in rank of the line of the Regular Army, Marine Corps, forces drafted or called into the service of the United States or Volunteers, there on duty, shall, subject to the provisions of the last preceding article, command the whole and give orders for what is needful in the service, unless otherwise directed by the President. (Article of War 120.)

ARTICLE IV.

ORGANIZATION.

A. GENERAL PROVISIONS.

92. The organization of the National Guard, including the composition of all units thereof, will be the same as that which is, or may hereafter be, prescribed for the Regular Army in Organization Tables, subject in time of peace to such general exceptions as may be authorized by the Secretary of War. The War Department will prescribe the particular unit or units, as to branch or arm of service, to be maintained in each State, Territory, or the District of Columbia in order to secure a force which, when combined, shall form complete higher tactical units.

93. The National Guard will be organized into higher tactical units as far as practicable. The tactical division will be the basis of organization, and the proportion of troops of the different arms as they exist in the tactical division will ordinarily determine the allotment of troops of the different arms to different States.

94. For the purpose of maintaining appropriate organization and to assist in instruction and training, the National Guard of the several States and Territories and the District of Columbia may be assigned to divisions, brigades, and other tactical units, and officers either from the National Guard or the Regular Army may be detailed by the War Department to command such units.

95. The location of the units and headquarters of the National Guard, within their respective borders, will be fixed by the governors of States and Territories. **After Federal recognition has been extended to a unit, it has a Federal status in addition to its State status and no change of station will be made without the express authority of the Secretary of War.** (*Changes No. 1, December 18, 1919.*)

96. No organization of the National Guard, members of which shall be entitled to and shall have received compensation under the provisions of the act of Congress of June 3, 1916, will be disbanded without previously securing the consent of the President, through application to the Chief of the Militia Bureau.

97. The number of enlisted men of the National Guard to be organized by June 30, 1920 (act of June 3, 1916, and act of July 11, 1919), will be 200 for each State for each Senator and Representative in Congress, and a number to be determined by the President for each Territory and the District of Columbia, and will be increased

each year thereafter by not less than 50 per cent until a total peace strength of not less than 800 enlisted men for each Senator and Representative in Congress will have been reached. The word "Territory" as used in laws relating to the land militia and National Guard includes and applies to Hawaii, Alaska, Porto Rico, and to the Canal Zone. (*Changes No. 1, December 18, 1919.*)

98. (*a*) The strength of units of the National Guard will be the same as that prescribed by Tables of Organization for the minimum strength of like units of the Regular Army, except that particular organizations, upon application, may be authorized by the War Department to be enlisted to the maximum strength. National Guard organizations outside the territorial limits of the United States are authorized to recruit to maximum strength authorized for like organizations of the Regular Army. For the purposes of maintenance only, variations in strength of not exceeding 10 per cent above or below the prescribed strength will be waived.

(*b*) When, in the judgment of the adjutant general of a State, the required strength of a lettered Infantry, Engineer, and Coast Artillery company, and lettered Cavalry troop, can not be maintained in a town, due to local conditions, such company or troop may be divided into platoons, one or more of which may be stationed separately, provided there are proper armory facilities for each detached platoon. The action of an adjutant general in forming a detached platoon will be promptly reported to the Chief of the Militia Bureau.

99. When authority is given to disband an organization which has been Federally recognized or when Federal recognition is withdrawn, enlisted men of the organization should be discharged or transferred to an active organization.

100. No State shall maintain troops in time of peace other than as authorized in accordance with the organization prescribed under the act of June 3, 1916 (sec. 61).

101. A tentative organization composed of youths under the age of 18 can not be, under the law, a part of the National Guard, and its being organized and uniformed by or in a State does not make it so; such a body is therefore not entitled to receive any benefits, including equipment or other Government supplies, provided for the National Guard by Federal laws.

B. MEDICAL DEPARTMENT.

GENERAL PROVISIONS.

102. The Medical Department is charged with the duty of investigating the sanitary condition of the National Guard and making recommendations in reference thereto, of advising with reference to

the location of camps and posts, the quality of the water supply, and the disposal of wastes, with the duty of caring for the sick and wounded, making physical examinations of officers and enlisted men, the management and control of military hospitals, the recruitment, instruction, and control of the enlisted force of the Medical Department.

Organization Medical Department.

103. The Medical Department of the National Guard of the several States, Territories, and the District of Columbia shall consist of officers and enlisted men of: (1) the Medical Corps; (2) the Dental Corps; and (3) the Veterinary Corps. These shall conform in organization, discipline, and equipment to like units of the Medical Department of the Regular Army.

104. The personnel of the Medical Department and all other persons assigned to duty therewith shall be collectively known as sanitary troops.

105. For the purpose of service the sanitary troops will be divided into: (*a*) those assigned to regiments or lesser line organizations, which shall be known as sanitary detachments; (*b*) those organized into sanitary units, such as field hospital companies and ambulance companies; (*c*) those belonging to State staff corps and departments.

ENLISTED FORCE.

106. The enlisted force of the Medical Department of the National Guard for the several States, Territories, and the District of Columbia, will consist of such number of sergeants first class, sergeants, corporals, cooks, horseshoers, saddlers, farriers, mechanics, privates first class and privates, as may be required for the sanitary service in accordance with the provisions of Tables of Organization published from time to time by the War Department.

107. All enlistments, reenlistments in, or transfers to the Medical Department will, except as hereinafter specified, be in the grade of private Medical Department.

108. Under the direction of the adjutants general of the several States, Territories, and the District of Columbia, and under the supervision of the State, Territorial, or District surgeon thereof, the commanding officer of each field hospital company, ambulance company or sanitary detachment assigned to an authorized line organization, is authorized to enlist for his organization or detachment, sufficient men to maintain at all times the number prescribed by the War Department in Tables of Organization for each sanitary unit or detachment.

109. Commanding officers of field hospitals, ambulance companies and sanitary detachments are authorized to reenlist sergeants first class, sergeants, corporals, cooks, horseshoers, saddlers, farriers, mechanics and privates first class, and continue their warrants and grades provided the reenlistment of the above class of enlisted men takes place the day following their discharge from the Medical Department of the National Guard with character at least "good." Appropriate notation showing their former status, together with this authority, will be made on their enlistment papers and warrants by the officer authorized to make the reenlistment.

110. Transfer of enlisted men of the line to the Medical Department in the grade of private is authorized if approved by the commanding officer of the organization to which the man belongs. The transfer of enlisted men of the Medical Department to the line will not be made without the approval of the State, Territorial, or District Surgeon and the authority of the adjutant general of the State, Territory, or District of Columbia.

Medical Corps.

ORGANIZATION.

111. The Medical Corps of the National Guard of the several States, Territories, and the District of Columbia, will consist of such number of medical officers and in such grades as prescribed in Tables of Organization, published by the War Department from time to time, and in the State staff corps and departments authorized by these Regulations.

112. The medical officer selected as State surgeon should be an officer of experience, initiative, and administrative ability and well qualified for all the duties required.

113. With the permission of the President, an officer of the Medical Corps, United States Army, can be commissioned in the National Guard of any State, Territory, or the District of Columbia, and such officer can be selected as State, Territorial, or District surgeon thereof. (Sec. 100, act of Congress approved June 3, 1916.)

DUTIES OF STATE, TERRITORIAL, OR DISTRICT SURGEON.

114. The State surgeon is properly a member of the State staff corps or department, but he may be detailed as such from an organization of the Medical Corps. He shall be in control of and supervise the Medical Department of the National Guard of the State, subordinate only to the officer commanding the tactical unit, if any, to which he is attached, and the governor as commander in chief, acting through his representative, the adjutant general.

115. He will act in the capacity of chief sanitary adviser and as such will make any recommendations deemed necessary for the health of the commands. He will have general supervision over the sanitary troops of the National Guard and will be held responsible for their discipline, instruction, and efficiency. In addition to the above his duties will, in time of peace, be to:

(*a*) Report on the efficiency of each officer of the Medical Department in his State, Territory, or District of Columbia.

(*b*) To authorize enlistments in, and recommend the transfer of enlisted men of the line to, the Medical Department.

(*c*) To supervise the examination of corporals, privates first class, and privates of the Medical Department for appointment as sergeants therein, also for the examination of sergeants for the grade of sergeants first class, in the Medical Department, in accordance with the instructions prescribed by the War Department.

(*d*) To supervise the instruction of sanitary troops in accordance with regulations prescribed by the War Department.

(*e*) To examine certificates of disability and to recommend the discharges thereon of all soldiers permanently unfitted for military service because of wounds or disease.

(*f*) To recommend appropriate action upon application for sick leave for officers, applications for sick furlough for enlisted men and applications for furlough for the enlisted men of the Medical Department.

(*g*) To recommend appropriate action to be taken to provide adequate armory facilities for drill, instruction and housing sanitary troops and for the proper storage and care of Federal property issued to the sanitary troops.

(*h*) To examine requisitions for medical supplies and to take appropriate action thereon.

(*i*) To recommend appropriate disposition of condemned medical property on survey proceedings referred to him for remark.

(*j*) To examine the reports of sick and wounded, and initiate measures for their correction when necessary.

Dental Corps.

(Act Approved October 6, 1917. Bulletin 61, Section V, W. D. 1917.)

ORGANIZATION.

116. The Dental Corps of the National Guard of the several States, Territories, and the District of Columbia, will consist of one officer for each 1,000 of the total strength of the National Guard

authorized and recognized for each State, Territory, and the District of Columbia, and in such grades as prescribed in the following table:

Strengths.	Grades.			
	Colonel.	Lieutenant colonel.	Major.	Captain or lieutenant.
1,000 or less				1
1,500–2,500				2
2,500–3,500				3
3,500–4,500				4
4,500–5,500			1	4
5,500–6,500			1	5
6,500–7,500			2	5
7,500–8,500			2	6
8,500–9,500			2	7
9,500–10,500		1	2	7
10,500–11,500		1	3	7
11,500–12,500		1	3	8
12,500–13,500		1	3	9
13,500–14,500		1	3	10
14,500–15,500		1	4	10
15,500–16,500	1	1	4	10
16,500–17,500	1	1	4	11
17,500–18,500	1	1	4	12
18,500–19,500	1	1	5	12
19,500–20,500	1	1	5	13
20,500–21,500	1	1	5	14
21,500–22,500	1	1	5	15
22,500–23,500	1	1	5	16
23,500–24,500	1	1	6	16
24,500–25,500	1	1	6	17
25,500–26,500	1	1	6	18
26,500–27,500	1	1	6	19
27,500–28,500	1	2	7	18
28,500–29,500	1	2	7	19
29,500–30,500	1	2	7	20
30,500–31,500	1	2	7	21
31,500–32,500	1	2	7	22
32,500–33,500	1	2	8	22
33,500–34,500	1	2	8	23
34,500–35,500	1	2	8	24
35,500–36,500	1	2	9	24

NOTE.—(*a*) The National Guard is given the benefit of all major fractions in making calculations.
(*b*) One private, first class, medical department (in addition to others authorized), is authorized as dental assistant for each dental surgeon.

117. One dental officer may be selected from among the senior dental officers of each State, Territory, or the District of Columbia, who may be designated as State, Territorial or District dental surgeon. He should be an officer of experience, initiative and administrative ability, and well qualified for all the duties required of a State dental surgeon.

118. The State dental surgeon, in addition to any other duties he may have as a member of or attached to any organization unit, will under the supervision and direction of the State surgeon direct such matters pertaining to the Dental Corps of the National Guard as may be referred to him by proper authority. He is charged, under the supervision of the State surgeon, with providing adequate dental service for the personnel of the National Guard when in active service, rendition of reports and returns required by regulation for dental cases, and such other duties within the scope of the functions of the Dental Corps as may be assigned to him by proper authority.

DUTIES OF OFFICERS OF THE DENTAL CORPS.

119. The duties of officers of the Dental Corps are for the most part to render professional services to such persons of the military forces entitled to dental treatment, coming within the scope of their training and their recognized functions in civil practice. Their administrative functions are limited to such as may be necessary to carry out the provisions of regulations as prescribed for an officer of the military forces in the matter of personnel assigned to assist them in the performance of their professional duties, to render such reports and returns in the manner prescribed by regulations, and such other duties coming within the scope of their professional training and such military duties to which they may be assigned by proper military authority.

Veterinary Corps.

(Section 16, act Approved June 3, 1916.)

ORGANIZATION.

120. The Veterinary Corps of the National Guard of the several States, Territories and the District of Columbia, consists of veterinarians and assistant veterinarians not to exceed two such officers for each regiment of Cavalry, one for every three batteries of Field Artillery, and one for each mounted battalion of Engineers authorized by the War Department to which Federal recognition has been extended.

121. One veterinarian may be selected from the senior veterinarians of each State, Territory or District of Columbia, authorized to have such officers, who may be designated as State, Territorial or District veterinarian. He should be an officer of experience, initiative and administrative ability, and well qualified for all the duties required of such an officer.

122. The State veterinarian in addition to any other duties he may have as a member of, or attached to any organization or unit, will under the supervision and direction of the State surgeon direct such matters pertaining to the Veterinary Corps of the National Guard as may be referred to him by proper authority. He is charged, under the supervision of the State surgeon, with providing adequate veterinary service for the animals authorized for the National Guard, rendition of reports and returns required by regulations for the Veterinary Corps, and such other duties within the scope of the functions of officers of the Veterinary Corps as may be assigned to him by proper authority.

DUTIES OF OFFICERS OF THE VETERINARY CORPS.

123. The duties of officers of the Veterinary Corps are for the most part to render professional services to such animals of the

military forces as are entitled to veterinary treatment, coming within the scope of their training and their recognized functions in civil practice. Their administrative functions are limited to such as may be necessary to carry out the provisions of regulations as prescribed for an officer of the military forces in the matter of personnel assigned to assist them in the performance of their professional duties, to render such reports and returns in the manner prescribed by regulations, and such other duties coming within the scope of their professional training, and such military duties as may be assigned to them by proper military authority.

C. THE COAST ARTILLERY CORPS.

124. The Coast Artillery Corps of the National Guard of each of the States, the Territory of Hawaii, and the District of Columbia shall be organized into coast-defense commands. The field and staff officers, noncommissioned staff officers, and bands authorized for organizations consisting of from 1 to 36 companies are shown in Table A, paragraph 132.

125. For purposes of drill and instruction, coast-defense commanders may assign officers, noncommissioned staff officers, and companies to fort commands and fire commands. The assignment of National Guard Coast Artillery to fortifications and to batteries thereat will be made by the War Department.

126. Coast Artillery of the National Guard will be organized into Heavy Artillery regiments when authorized by the War Department. The organization of these regiments will conform to Tables of Organization for the Regular Army. (See par. 92, General Provisions, Organization.) Such regiments will be trained with the armament with which they are equipped, as well as in the duties of the Coast Defense command to which they are assigned.

127. The officers, noncommissioned officers, cooks, mechanics, buglers, privates, first class, and privates authorized in a company of Coast Artillery are shown in the following table:

Captains	1
First lieutenants	1
Second lieutenants	1
First sergeants	1
Supply sergeants	1
Mess sergeants	1
Sergeants	7
Corporals	10
Cooks	2
Mechanics	2
Buglers	2
Privates, first class	17
Privates	57
Total enlisted	100

128. The allowance of rated men per company will be as follows: 1 plotter; 1 observer, first class; 1 observer, second class; 2 gun commanders; 2 gun pointers.

129. Each Coast Artillery band shall consist of: 1 band leader, 1 assistant band leader, 1 first sergeant, 2 band sergeants, 4 band corporals, 2 musicians, first class; 4 musicians, second class; 14 musicians, third class; 2 cooks.

130. Examinations for first and second-class gunners and ratings will be held under the provisions of Drill Regulations for Coast Artillery and War Department circulars. Qualifications and ratings will be made as prescribed by War Department orders and by paragraph 1343, Army Regulations, 1913, as amended by Changes No. 43, War Department, 1916.

131. Attached personnel for coast defense commands will be authorized as indicated below:

MEDICAL DEPARTMENT.

(*a*) For a coast-defense command of not less than 4 nor more than 7 companies: One captain or lieutenant, 1 sergeant or corporal, 8 privates, first class, or privates.

(*b*) For a coast-defense command of not less than 8 nor more than 11 companies: Two captains or lieutenants; 1 sergeant, first class; 2 sergeants or corporals; 16 privates, first class, or privates.

(*c*) For a coast-defense command of not less than 12 companies: One major; 3 captains or lieutenants; 1 sergeant, first class; 3 sergeants or corporals; 24 privates, first class, or privates.

QUARTERMASTER CORPS.

(*a*) For a coast-defense command of not less than 6 nor more than 11 companies: One sergeant, first class, or sergeant.

(*b*) For a coast-defense command of not less than 12 companies: Two sergeants, first class, or sergeants.

ORDNANCE DEPARTMENT.

(*a*) For a coast-defense command of not less than 12 companies: One sergeant, first class; 2 privates.

132.—

TABLE A.

	Companies.																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Colonels	....	....	....	....	....	....	....	....	....	....	....	1	1	1	1	1	1	1
Lieutenant colonels	....	....	....	....	....	....	....	1	1	1	1	1	1	1	1	1	2	2
Majors	....	....	....	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4
Captains, unassigned, for staff duty	....	....	....	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4
First lieutenants, unassigned, for staff duty	....	....	....	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4
Second lieutenants, unassigned, for staff duty	....	....	....	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4
Chaplains	....	....	....	....	....	....	....	....	....	....	....	1	1	1	1	1	1	1
Sergeants major, senior grade	....	....	....	....	....	....	....	1	1	1	1	1	1	1	1	2	2	2
Sergeants major, junior grade	....	....	....	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4
Master electricians	....	....	....	....	....	1	1	1	1	1	1	2	2	2	2	2	2	3
Engineers	....	....	....	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4
Electrician sergeants, first class	....	....	1	1	1	2	2	2	3	3	3	4	4	4	5	5	5	6
Assistant engineers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Electrician sergeants, second class	....	....	1	1	1	2	2	2	3	3	3	4	4	4	5	5	5	6
Firemen	....	....	1	1	1	2	2	2	3	3	3	4	4	4	5	5	5	6
Radio sergeants	....	....	1	1	1	2	2	2	3	3	3	4	4	4	5	5	5	6
Master gunners	....	....	....	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4
Bands	....	....	....	....	....	....	....	1	1	1	1	1	1	1	1	1	2	2

	Companies.																	
	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
Colonels	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	4
Lieutenant colonels	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3
Majors	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	10
Captains, unassigned, for staff duty	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	10
First lieutenants, unassigned, for staff duty	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	10
Second lieutenants, unassigned, for staff duty	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	10
Chaplains	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	3
Sergeants major, senior grade	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	3	3
Sergeants major, junior grade	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9
Master electricians	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	5	6
Engineers	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9
Electrician sergeants, first class	6	6	7	7	7	8	8	8	9	9	9	10	10	10	11	11	11	12
Assistant engineers	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
Electrician sergeants, second class	6	6	7	7	7	8	8	8	9	9	9	10	10	10	11	11	11	12
Firemen	6	6	7	7	7	8	8	8	9	9	9	10	10	10	11	11	11	12
Radio sergeants	6	6	7	7	7	8	8	8	9	9	9	10	10	10	11	11	11	12
Master gunners	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9
Bands	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3

D. STATE STAFF CORPS AND DEPARTMENTS.

(Act of Congress Approved May 12, 1917.)

133. Under the provisions of the act of Congress approved May 12, 1917, the Secretary of War authorizes the numbers of officers and enlisted men of the staff corps and departments, National Guard, set forth in the tables in paragraph 144. These officers and enlisted men are in addition to officers and enlisted men of staff corps and departments who are authorized for tactical units (regiments, brigades, divisions, etc.) in accordance with Tables of Organization. The several States (including Territories, Districts, etc.) are authorized to maintain the officers and men listed in the following tables for purposes of administration, supply, and sanitation, their functions to correspond to those of like staff corps and departments in the Regular Army.

134. The following are the specific purposes for which these officers and enlisted men of the State staff corps and departments, National Guard, are authorized by the Secretary of War:

(*a*) To provide officers and enlisted men for administrative, sanitary, and supply purposes for the National Guard before and after the organization of the higher tactical units has been completed.

(*b*) To provide administrative, sanitary, and supply personnel for mobilization and recruiting purposes for the National Guard in Federal service.

(*c*) To provide administrative, sanitary, and supply personnel for camps of instruction held under section 94, act of June 3, 1916, except when such camps are of a complete higher tactical unit comprising a staff for administration, sanitation, and supply.

(*d*) For training National Guard officers and enlisted men in time of peace in duties of administration, sanitation, and supply.

135. The designation of the officers and enlisted men of the several staff corps and departments shall correspond to those of the Regular Army, as major, adjutant general's department, Louisiana National Guard; lieutenant colonel, Medical corps, Missouri National Guard; major, inspector-general's department, North Carolina National Guard; sergeant, medical department, New York National Guard.

136. The senior officer of the State staff in each corps or department except the adjutant general shall be designated in the same manner as the senior staff officer of territorial departments of the Regular Army, substituting the word "State" ("Territorial," or "District") for "department," thus: State inspector, instead of department inspector; State surgeon, instead of department surgeon, etc.

137. The adjutant general of a State, by virtue of his office, is a civil official and can not qualify as an officer of the National Guard solely in that capacity. Recognition will be extended to him by the War Department as an officer of the National Guard not by virtue of his civil office, but by qualifying as an officer of the adjutant general's department of the staff corps or departments. The appointive power of a State or Territory may exercise its power of appointment by appointing the civil adjutant general in the grade authorized, in the adjutant general's department of the National Guard, subject to the provisions of section 75, act of June 3, 1916, and the regulations thereunder. Such an appointment, however, is not compulsory, and if it be made, it must always be borne in mind that the two offices held by the appointee are entirely separate and distinct, one being civil and the other military.

138. The tenure of the civil office of adjutant general depends upon the laws of the State or Territory, but the military office of the adjutant general's department is not affected when the holder thereof ceases to hold the civil office of adjutant general. The officer may continue as an officer of the National Guard in the adjutant general's department, if desired by the Governor and provided there is a vacancy, or may, upon the approval of the War Department, be transferred to the National Guard Reserve. He ceases to be an active National Guard officer upon reaching the age of 64, but may continue beyond that age in the civil office of adjutant general. These instructions in no way modify authority for the adjutant general of a State in his civil capacity to wear the uniform of the National Guard. (*Changes No. 1, Dec. 18, 1919.*)

139. All States and Territories now having recognized National Guard units will be entitled to have the adjutant general recognized as an officer of the National Guard of the adjutant general's department, provided the requirements of law or regulations concerning Federal recognition of National Guard officers are complied with. The appointee to this position in the adjutant general's department shall be selected from the eligible classes under section 74, act of Congress approved June 3, 1916, shall be physically qualified for active service, shall have had prior military service, and shall be within the age limits prescribed for his grade.

140. Engineer and signal officers for State staff corps and departments are not authorized. In States where tactical organizations of not less than one battalion of signal or engineer troops are maintained as part of the National Guard, an engineer or signal officer may be detailed from line organizations of the engineer and signal corps to perform the necessary duties on the State staff, in addition to their other duties.

141. Officers or enlisted men of the staff not included in the tables herewith and not recognized by the War Department as pertaining to the staffs of tactical organizations are not considered to be members of the National Guard within the meaning of the law.

142. Officers on the staff of the Governor not detailed from National Guard organizations of the line or of the staff corps and departments are not a part of the National Guard under existing laws.

143. No United States funds can be used, under the provisions of section 109, National Defense act, for pay of members of a State staff corps and department for administrative and instructional work in States having no National Guard, or in States which have not complied with the last paragraph of section 110, act of June 3, 1916, which requires that officers of the State staff corps and departments shall have had prior military service. Property and disbursing officers in States having no National Guard may be paid for the performance of their duties as such at rates prescribed by the Secretary of War. (See par. 645.)

144. The following table gives the numbers of officers and enlisted men authorized for the various State staff corps and departments.

128174°—19——4

[Letters in parentheses refer to footnotes at end of table.]

Strength of National Guard of State. (a)	Officers and enlisted men authorized.					
	Adjutant General's Department.	Inspector General's Department.	Judge Advocate General's Department.	Quartermaster Corps (b) (c).	Ordnance Department (d).	Officers, Medical Corps; enlisted, Medical Department (c) (e).
Less than one regiment....	1 lieutenant colonel. (f)	1 major.	1 major.	1 U. S. property and disbursing officer, not above grade of major. (g) 1 major. 2 captains. 5 sergeants, first class. 5 sergeants. 10 privates, first class, and privates. 2 cooks.	1 major. 1 sergeant, 1 private, first class, for each infantry regiment. 1 sergeant, 2 privates, first class, for each cavalry regiment. 1 sergeant, 2 privates, first class, for each engineer regiment. 2 sergeants, 4 privates, first class, for each field artillery regiment. 1 sergeant, 2 privates, first class, for each 12 companies Coast Artillery.	1 major. 1 first lieutenant or captain. 1 sergeant. 4 privates, and privates, first class.
1 regiment or less than 2..	1 colonel. (f) 1 major.	1 major.	1 major.	1 U. S. property and disbursing officer, not above grade of major. (g) 1 major. 2 captains. 5 sergeants, first class. 5 sergeants. 10 privates, first class, and privates. 2 cooks.	1 major. 1 sergeant, 1 private, first class, for each infantry regiment. 1 sergeant, 2 privates, first class, for each cavalry regiment. 1 sergeant, 2 privates, first class, for each engineer regiment. 2 sergeants, 4 privates, first class, for each field artillery regiment. 1 sergeant, 2 privates, first class, for each 12 companies, Coast Artillery.	1 major. 1 first lieutenant or captain. 1 sergeant. 4 privates, and privates, first class.

2 regiments or less than 4..	1 brigadier general. (*f*) 1 major.	1 major.	1 major.	1 U. S. property and disbursing officer, not above grade of major. (*g*) 1 major. 3 captains. 6 sergeants, first class. 6 sergeants. 12 privates, first class, and privates. 2 cooks.	1 major 1 captain. Same enlisted men as above.	1 major. 2 first lieutenants or captains. 2 sergeants. 6 privates, and privates, first class.
4 regiments or less than 6..	1 brigadier general. (*f*) 1 lieutenant colonel.	1 lieutenant colonel.	1 lieutenant colonel. 1 major.	1 U. S. property and disbursing officer, not above grade of lieutenant colonel. (*g*) 1 lieutenant colonel. 1 major. 3 captains. 8 sergeants, first class. 8 sergeants. 16 privates, first class, and privates. 3 cooks.	1 lieutenant colonel. 1 captain. Same enlisted men as above.	1 lieutenant colonel. 1 major. 2 first lieutenants or captains. 2 sergeants. 8 privates, and privates, first class.

NOTE.—Officers authorized in grades above may be maintained in the next lower grade, provided such lower grade exists for that staff corps or department.

(*a*) One thousand enlisted men of units not organized into regiments, will be considered the equivalent of a regiment.
(*b*) When not in Federal service the following quartermaster personnel will be extended recognition as a part of the State staff corps: For each Coast Artillery defense command of not less than six companies, one sergeant, first class, or sergeant; for each coast defense command of not less than twelve companies, two sergeants, first class, or sergeants.
(*c*) The proportion of privates, first class, to privates, in the Quartermaster Corps, shall not exceed five to one. In the Medical Department, the number of privates, first class, shall not exceed 25 per centum of the number of privates. Men should not be appointed noncommissioned officers or privates, first class, until their qualifications warrant it. The total number of enlisted men authorized may be maintained as privates, pending appointments to other enlisted grades authorized.
(*d*) Ordnance personnel not to be attached to regiments or other organizations for entry into Federal service.
(*e*) In addition to those attached to combatant organizations and belonging to sanitary units.
(*f*) Authorized to be filled originally only by the adjutant general of the State, who upon appointment and recognition, will be an additional officer of the adjutant generals department.
(*g*) Authorized only for United States property and disbursing officer.

[Letters in parentheses refer to footnotes at end of table.]

Strength of National Guard of State. (a)	Officers and enlisted men authorized.					
	Adjutant General's Department.	Inspector General's Department.	Judge Advocate General's Department.	Quartermaster Corps (b) (c).	Ordnance Department (d).	Officers, Medical Corps; enlisted, Medical Department (c) (e).
6 regiments or less than 8..	1 brigadier general. (f) 1 lieutenant colonel.	1 lieutenant colonel.	1 lieutenant colonel. 1 major.	1 U. S. property and disbursing officer, not above grade of lieutenant colonel. (g) 1 lieutenant colonel. 2 majors. 4 captains. 12 sergeants, first class. 12 sergeants. 24 privates, first class, and privates. 3 cooks.	1 lieutenant colonel. 2 captains. Same enlisted men as above.	1 lieutenant colonel. 2 majors. 2 first lieutenants or captains. 3 sergeants, first class. 6 sergeants. 12 privates, and privates, first class.
8 regiments or less than 10..	1 brigadier general. (f) 1 lieutenant colonel. 1 major.	1 lieutenant colonel.	1 lieutenant colonel. 2 majors.	1 U. S. property and disbursing officer, not above grade of lieutenant colonel. (g) 1 lieutenant colonel. 3 majors. 5 captains. 14 sergeants, first class. 14 sergeants. 28 privates, first class, and privates. 4 cooks.	1 lieutenant colonel. 1 major. 2 captains. Same enlisted men as above.	1 lieutenant colonel. 2 majors. 3 first lieutenants or captains. 4 sergeants, first class. 8 sergeants. 20 privates, and privates, first class.

10 regiments or less than 15.	1 brigadier general. (*f*) 1 colonel. 1 lieutenant colonel. 1 major.	1 colonel.	1 colonel. 1 lieutenant colonel. 2 majors.	1 U. S. property and disbursing officer, not above grade of colonel. (*g*) 1 colonel. 1 lieutenant colonel. 4 majors. 6 captains. 18 sergeants, first class. 18 sergeants. 36 privates, first class, and privates. 4 cooks.	1 lieutenant colonel. 2 majors. 3 captains. Same enlisted men as above.	1 colonel. 1 lieutenant colonel. 2 majors. 4 first lieutenants or captains. 5 sergeants, first class. 10 sergeants. 24 privates, and privates, first class.
15 regiments or more. ...	1 brigadier general. (*f*) 1 colonel. 1 lieutenant colonel. 2 majors.	1 colonel.	1 colonel. 1 lieutenant colonel. 3 majors.	1 U. S. property and disbursing officer, not above grade of colonel. (*g*) 1 colonel. 2 lieutenant colonels. 4 majors. 8 captains 20 sergeants, first class. 20 sergeants. 40 privates, first class, and privates. 4 cooks.	1 lieutenant colonel. 2 majors. 3 captains. Same enlisted men as above.	1 colonel. 1 lieutenant colonel. 3 majors. 4 captains. 5 sergeants, first class. 10 sergeants. 24 privates, and privates, first class

NOTE.—Officers authorized in grades above may be maintained in the next lower grade, provided such lower grade exists for that staff corps or department.

(*a*) One thousand enlisted men of units not organized into regiments, will be considered the equivalent of a regiment.

(*b*) When not in Federal service the following quartermaster personnel will be extended recognition as a part of the State staff corps: For each Coast Artillery defense command of not less than six companies, one sergeant, first class, or sergeant; for each coast defense command of not less than twelve companies, two sergeants, first class, or sergeants.

(*c*) The proportion of privates, first class, to privates, in the Quartermaster Corps, shall not exceed five to one. In the Medical Department, the number of privates, first class, shall not exceed 25 per centum of the number of privates. Men should not be appointed noncommissioned officers or privates, first class, until their qualifications warrant it. The total number of enlisted men authorized may be maintained as privates, pending appointment to other enlisted grades authorized.

(*d*) Ordnance personnel not to be attached to regiments or other organizations for entry into Federal service.

(*e*) In addition to those attached to combatant organizations and belonging to sanitary units.

(*f*) Authorized to be filled originally only by the adjutant general of the State, who upon appointment and recognition, will be an additional officer of the adjutant generals' department.

(*g*) Authorized only for United States property and disbursing officer.

E. ORGANIZATION OF NEW UNITS AND PROCEDURE GOVERNING THE EXTENDING OF FEDERAL RECOGNITION THERETO.

145. The National Guard consists of the regularly enlisted Militia between the ages of 18 and 45 years, and of commissioned officers between the ages of 21 and 64 years, organized, armed and equipped as provided for in these regulations, and recognized by the War Department as National Guard under the provisions of the act of Congress of June 3, 1916.

146. The act of June 3, 1916, is designed to give Federal aid and assistance and a certain amount of supervision from the Federal Government, in the organization and training of National Guard troops in the various States, with a view of providing them with a suitable military force for emergency use. The Federal Government retains the right to call the National Guard into Federal service when necessary, and to prescribe the particular unit or units which when combined will further the formation of higher tactical units.

147. State troops by whatever name designated and officers of such forces, as well as officers of the Organized Militia existing prior to the act of June 3, 1916, are not a part of the National Guard as contemplated by that act, unless they have specifically qualified for, and have received, recognition as National Guard by the War Department.

148. "Federal recognition" is defined as the acceptance by the Federal Government as National Guard, of officers or a body of enrolled officers and men who have complied with the provisions of the act of June 3, 1916, and who are entitled to the benefits of the act.

149. Certain conditions set forth hereafter are requisite for Federal recognition. The National Guard plan does not extend to or embrace the organization of new units, with no armories, no grouping of personnel according to localities, and no probable permanency of existence, but contemplates the development of a force, equipped and trained as far as possible in time of peace, which can be called upon for service in time of emergency.

150. Recognition of National Guard units will be extended by the Militia Bureau upon the following conditions:

(*a*) The organization shall be specifically authorized by the Militia Bureau.

(*b*) Suitable armories and storage facilities shall be provided by the State or Territory. This extends to and includes stable facilities for mounted troops and satisfactory housing for vehicles and armaments.

(*c*) There shall be proper localization of units, with the personnel drawn from the immediate vicinity.

(*d*) There shall be a reasonable probability that the organization can be maintained for a period of years, and kept alive by reenlistments and the acquisition of recruits.

(*e*) There shall be a reasonable certainty of the necessary number of assemblies for drill and training prescribed by the War Department.

(*f*) All units shall be organized under approved Tables of Organization, unless general exceptions are authorized by the Secretary of War in time of peace.

(*g*) Units shall be recruited to the strength prescribed by the Militia Bureau as necessary for Federal recognition.

No new units will be inspected for recognition unless organized pursuant to authorization from the Militia Bureau of the War Department.

151. Men should not be recruited for the National Guard and required to sign the Federal enlistment contract under section 70 of the act of Congress, approved June 3, 1916, prior to the authorization by the Militia Bureau of the particular organization to which these men will be eventually assigned.

152. Prior to the receipt of Federal recognition as National Guard, an organization or an individual belonging thereto has the status of State forces not yet a part of the National Guard. (*Changes No. 1, December 18, 1919.*)

153. (*a*) After units have been allotted to a State, Territory, or the District of Columbia, the adjutant general of the State, Territory, or the District of Columbia concerned will advise the Chief of the Militia Bureau by letter of the units it is desired to organize, describing them accurately.

(*b*) When authority has been extended for organization, officers will be selected or appointed in accordance with the provisions of section 74, act of June 3, 1916, and within the age limit for the several grades as prescribed in paragraph 232 of these regulations. While these officers will not be extended Federal recognition until the organizations to which they belong have been inspected and recognized by the War Department, any such officer who, according to State statute, is authorized to administer oaths, is eligible to administer the oath of office to officers as prescribed in section 73, act of June 3, 1916, and the oath of enlistment prescribed in section 70, *idem.* (*Changes No. 1, December 18, 1919.*)

(*c*) The adjutant general of the State, Territory, or the District of Columbia will then cause the organization to be inspected by an officer of the State, Territory, or District of Columbia to determine whether or not the conditions contemplated by law for Federal recognition can be met by the new organizations (par. 150, *supra*).

(*d*) An inspection by a Regular Army officer is required prior to Federal recognition. When a State is ready to have an organization inspected report will be made to the Militia Bureau, and the department commander will be directed by the War Department to cause the inspection to be made. The inspector will verify the members

from the enlistment papers (Form 22–1, A. G. O.), check the proportion of one-year and three-year enlistments, and see that all the men presented have been properly examined physically (Form 135–1, A. G. O.) and properly enlisted, and that their general appearance is satisfactory. He will make such inquiry and examination of the officers as will enable him to report upon their qualifications and suitability for the grade in which they have been commissioned, and will report his conclusions on each officer under head of "Remarks" on Form 113, M. B. He will base his recommendation as to recognition upon compliance by the organization with the conditions set forth above. Should the result of his inspection justify Federal recognition, the inspector will, upon its conclusion, administer the dual oath, unless there is conclusive proof that the enlistment oath has been administered by a National Guard officer who has been extended Federal recognition by the Militia Bureau, or by a State military officer who has not yet received Federal recognition but who, under the statutes of the particular State, is authorized to administer oaths. Upon completion of the inspection the inspecting officer will mail his report (Form 113, M. B.), with a complete roster of the company, troop, battery or detachment (Form 104, M. B.) and his recommendations, together with the following, to the department commander for transmission to the Militia Bureau:

(1) Accomplished Form 95, Militia Bureau, for all officers;

(2) Accomplished Form 92, Militia Bureau, for all officers of the Medical, Dental, and Veterinary Corps;

(3) Accomplished Form 108, Militia Bureau, for all officers not enumerated in (2);

(4) Two letters of recommendation as to the character, morals, and habits of each applicant for original Federal recognition.

(5) Notice of appointment of each applicant for Federal recognition.

(6) Accomplished Oath of Office (Form 337–1, A. G. O.) for all officers.

On Form No. 113, W. D., M. B., under the heading "Remarks," information concerning the administration of the dual oath should be set forth fully. The name or names of the National Guard officer or officers administering the oaths will be stated. (*Changes No. 1, December 18, 1919.*)

(*e*) The Militia Bureau will carefully examine such report and recommendations as are made by the inspector, and if the organization complies with the requirements of law, the Secretary of War will send, through the Militia Bureau, a notification to the State and to the department headquarters that the organization inspected has been recognized as National Guard.

(*f*) Before receiving final Federal recognition officers will be required to pass such portion of the examination prescribed by the

Militia Bureau as may be deemed expedient, which portion will in general include an inquiry into the candidate's antecedents, morals, and character, educational opportunities and qualifications, business and professional experience, conduct, efficiency, and soldierly habits while a member of the Regular, Militia, or Volunteer forces, and his probable efficiency and aptitude for the service. The elementary and professional examination will be completed when practicable.

154. The most common errors noted at Federal inspections for recognition are the following: (*a*) presentation of a company not properly organized, sometimes lacking required officers, noncommissioned officers, etc.; (*b*) naming of officers not qualified by law (see section 74, act of June 3, 1916); (*c*) the enlistment of boys under eighteen years of age; (*d*) same as to men over forty-five (except reenlistment); (*e*) lack of record of physical competence of personnel; (*f*) failure to complete Form 108, M. B., for each officer, except officers of Medical Department. In case of latter, Form 92, M. B., is required. (*Changes No. 1, December 18, 1919.*)

155. Requisitions for supplies for new organizations, **except for necessary blank forms,** can not be honored until the organization has first been authorized, inspected, and recognized by the War Department as National Guard. (*Changes No. 1, December 18, 1919.*)

156. Recognition may be extended to units as small as a separate company.

157. Headquarters, machine-gun, and supply companies or troops will not be organized unless specially authorized or a complete regiment has been authorized by the Militia Bureau.

158. Field officers and corresponding staff officers will not be recognized as such until all the component parts of the commands to which they pertain are inspected and accepted; State staff officers will be recognized as needed, provided at least one National Guard unit has been recognized in the State.

159. There is, however, no objection to a field or staff officer, who can not be recognized immediately, presenting himself to an inspector at any time with the understanding that formal recognition will be deferred until his corresponding unit has qualified and has been accepted.

160. In applying for authority to organize new units of National Guard, and for subsequent inspection for Federal recognition, such action will be expressly understood by the War Department as being in strict compliance with the foregoing policy, and the adjutants general of all States, Territories, and the District of Columbia will be governed accordingly.

ARTICLE V.

THE NATIONAL GUARD RESERVE.

161. The National Guard Reserve of each State, Territory, and the District of Columbia shall consist of officers transferred and appointed thereto, **of soldiers furloughed thereto under the six-year contract of enlistment entered into prior to July 11, 1919, and of soldiers enlisted therein pursuant to section 78, act of June 3, 1916.** No enlistments shall be made in the National Guard Reserve until authorization is extended by the Secretary of War. (*Changes No. 1, December 18, 1919.*)

162. The Reserve consists of the following classes:

(*a*) The assigned Reserve, comprising enlisted men assigned as reserves to active organizations.

(*b*) The unassigned Reserve, comprising enlisted men not assigned as reserves to active organizations and all reserve officers.

163. Members of the assigned National Guard Reserve shall be required to attend field training and will be considered in computing the minimum strength required for participation in field training.

164. The records of all officers and enlisted men of the unassigned National Guard Reserve shall be kept by the adjutant general of the State, Territory, or the District of Columbia. Records of assigned reservists will be kept by the commanding officers of the organizations to which they are assigned.

165. Every officer and enlisted man of the unassigned National Guard Reserve will report his address, preferably by postal card, on the last day of March, June, September, and December of each year to the adjutant general of the State, Territory, or the District of Columbia of which he is a reservist and will in addition report each change of address.

166. The adjutant general of each State, Territory, or the District of Columbia will render a quarterly return of the unassigned National Guard Reserve of his State, Territory, or the District of Columbia to the department commander for transmission to the Chief of the Militia Bureau. This return will be made on a form furnished by the Chief of Militia Bureau and in accordance with the directions printed on the form. Whenever an officer is transferred or appointed to or removed from the National Guard Reserve a report of the name, rank, arm, department, or corps, and of the date of transfer, appointment, or removal will similarly be made on Form No. 105, M. B.

167. Officers and enlisted men of the unassigned National Guard Reserve, upon their own request, may be authorized by the Secretary of War to attend camps with active organizations of the National

Guard, but not as members of such organizations, for not to exceed 15 days each year for field or coast-defense training. When engaged in field or coast-defense training with active organizations they will be attached thereto or organized into provisional units as reservists, and in no case will they be counted as forming any part of the minimum strength required by the War Department for the attendance of active organizations for field or coast-defense training. When engaged in field and coast-defense training with the active organizations of the National Guard they shall receive the same basic Federal pay and allowances as officers and enlisted men of like grade on the active list of the National Guard.

168. Officers and enlisted men of the assigned and unassigned National Guard Reserve, upon their own request, may be authorized to attend the armory instruction of active organizations, but they will not form any part of the minimum strength of attendance required by the War Department at such instruction nor be entitled to armory pay or allowances.

169. In time of peace the National Guard Reserve shall not be organized into tactical or other units, except for temporary purposes during field or coast-defense training.

170. An unassigned list, a retired list, or similar list has no Federal status within the law and National Guard officers can not be transferred or assigned to an unassigned list and retain Federal recognition.

171. Officers of the National Guard Reserve are obtained from the following classes:

(*a*) In time of peace officers may, upon their own application, be transferred to the National Guard Reserve after completing three years commissioned service in an active organization of the National Guard, including commissioned service in the United States Army, and such officers shall have precedence over reserve officers who have not had such service, in drafting officers to active organizations in time of war under the provisions of section 79, act of June 3, 1916. Officers of less than three years service with an active organization shall not be transferred to the National Guard Reserve except in cases where the active organizations to which they are assigned have been disbanded.

(*b*) Upon the disbanding of an organization of the National Guard, authorized by the Militia Bureau, all commissioned officers qualified for active service, except those transferred or assigned to active units, will be transferred in the grade in which they are commissioned to the National Guard Reserve.

(*c*) When approved by the Secretary of War, civilians who have served with credit as commissioned officers of the United States Army, between April 6, 1917, and November 11, 1918, and who have

not been discharged for inefficiency or physical disability, may be appointed as officers in the National Guard Reserve in the arm, corps, or department and grade in which they were serving, or in another arm, corps, or department when the applicant presents satisfactory evidence of having special qualifications therefor, subject to the limiting age of fifty-nine years; such appointments may be made in the grade up to and including that held by the officer at the time of discharge and may be made in the next higher grade than that held at time of discharge when the termination of hostilities prevented a promotion which had been definitely recommended: *Provided*, That no appointment of officers in the National Guard Reserve will be made in grade *higher* than colonel except in the case of officers of the line or other branches who may be specially authorized by the Secretary of War. (*Changes No. 1, Dec. 18, 1919.*)

(*d*) Former officers of the National Guard who have served for three or more years may be appointed to the National Guard Reserve within six months from date of separation.

(*e*) Civilians may be appointed to commissions in the National Guard Reserve for the Engineer and Signal Corps, if they are within the required age limits for their grades and qualify by examination for the particular technical branch. This examination shall be the same as that specified for active officers.

(*f*) Civilians may be appointed to commissions in the National Guard Reserve for staff corps and departments, viz, adjutant general, inspector general, judge advocate general, quartermaster corps, ordnance department, and medical department, provided they have prior military service in the United States Army, Marine Corps, or National Guard, are within the prescribed age limits for their grades, and pass the required examination.

172. Rescinded. (*Changes No. 1, Dec. 18, 1919.*)

173. No approval will issue for the appointment of an officer to the National Guard Reserve without the submission of his personal and military history, and other recommendations and evidences of efficiency on Form No. 108, Militia Bureau.

174. Except as provided in paragraph 171 (c), no approval will issue for the original appointment of a second lieutenant in the National Guard Reserve after he shall have reached the age of 36 years, a first lieutenant after the age of 40 years, a captain after the age of 45 years, and a major after the age of 50 years. (*Changes No. 1, Dec. 18, 1919.*)

175. The age limit for appointment in the National Guard Reserve may be waived by the War Department upon application, provided that special aptitude, qualification, and physical fitness for special service in the line, staff corps, or department concerned is clearly established.

176. No applicant will be examined for commission in the National Guard Reserve if it appears that, due to the age limits, he will have less than one year to serve in the grade which he seeks.

177. If the applicant is an employee or is under the control of any department of the Federal Government, the application shall be submitted through the head of such department.

178. When an officer of the National Guard Reserve shall have reached the maximum age limit fixed for appointment or reappointment in the grade in which commissioned, unless recommissioned in a higher grade, he shall be honorably discharged from the National Guard Reserve; he will be entitled to retain his official title and on occasions of ceremony to wear the uniform of the highest grade he held in the National Guard Reserve.

179. Upon application he may be examined for reappointment in the next higher grade and if successful be commissioned in said grade. The examination for appointment shall be the same as that prescribed for officers on the active list of the National Guard.

180. Officers of the National Guard Reserve can not become members of the active National Guard in time of peace, except by appointment. Their status as reserve officers provides eligibility only for appointment to the active list (sec. 74, act of June 3, 1916). They may be drafted in time of war for the Reserve battalions for recruit training under section 79, act of June 3, 1916. They may engage in field training or coast defense training with the active National Guard when authorized by proper authority.

181. All officers of the National Guard Reserve will be discharged upon reaching the age of 64 years. They will be entitled to wear the uniform as authorized for former officers of the National Guard Reserve in paragraph 178.

182. Officers of the National Guard Reserve may, upon their own request, and in the discretion of the governor of their State or Territory, or of the President for the District of Columbia, be appointed to vacancies in the active organizations with the rank held by them as reserve officers. In time of peace, the age of an officer so appointed shall not exceed the maximum age limit prescribed for appointment to the next higher grade in the active National Guard. All officers so appointed shall qualify under the same examination as prescribed for officers on the active list.

183. Officers of the National Guard Reserve shall be examined physically each year as required for officers of the National Guard, and like reports will be made in each case. (See par. 220.)

184. Officers of the National Guard Reserve are authorized to wear, on official occasions, the uniform of the grade actually held by them in such reserve.

185. Commissions of officers of the National Guard Reserve may be vacated as in the case of officers of the National Guard.

186. At any time, the moral character, capacity, and general fitness for service of any officer of the National Guard Reserve may be determined by an efficiency board as in the case of an officer of the National Guard.

187. Officers of the National Guard, both active and reserve, may be examined for the Officers' Reserve Corps of the Regular Army, provided their applications for examination are approved by the governor of the State or Territory or by the commanding general, District of Columbia Militia. They can not be commissioned as officers of the Officers' Reserve Corps until receipt of evidence of their separation from the National Guard.

188. Officers of the National Guard Reserve will rank according to grade and to length of service in grade.

189. The enlisted Reserve consists of enlisted men who have been furloughed to the Reserve under the six year contract of enlistment entered into prior to July 11, 1919, and of those men regularly enlisted in the Reserve under the authorization of the Secretary of War. (*Changes No. 1, December 18, 1919.*)

190. Enlisted men of the National Guard Reserve may be assigned as reserves to active organizations when authorized by the War Department in order to fill such organizations to the strength required by Tables of Organization.

191. Members of the National Guard Reserve assigned to organizations under provisions of paragraph 190 will not be placed on active duty nor be entitled to Federal pay and allowances except under a call or draft by the Federal Government or when engaged in field or coast defense training.

192. When members of the National Guard Reserve are attached to active organizations for the purpose of field or coast defense training they will receive the pay and allowances of enlisted men of the National Guard of like grade.

193. When members of the National Guard Reserve are drafted into the United States service they will report in the grade of private, to take effect on the date of reporting for duty.

194. Members of the National Guard Reserve assigned to any particular unit who remove from the vicinity of their organization will be transferred to the unassigned National Guard Reserve and their papers forwarded to the State adjutant general; the vacated positions in the organization must be immediately filled.

195. Members of the unassigned National Guard Reserve who make a permanent change of residence to another State will be discharged upon presentation of satisfactory evidence that the change of residence is bona fide and of a permanent character.

196. In the case of the death of an unassigned reservist, a note of this fact will be made on the copy of the reservist's descriptive card

by the adjutant general of the State, Territory, or the District of Columbia. The death of an assigned reservist will be reported as prescribed by Army Regulations.

197. Reservists during their term of service as such will be permitted to enlist in the Army, Navy, or Marine Corps, upon the authority of the adjutant general of the State, Territory, or the District of Columbia, but they shall be discharged from the National Guard Reserve prior to such enlistment.

198. Enlisted men of the National Guard, both active and reserve, if citizens of the United States, are eligible for examination for commissions in the National Guard Reserve after completing three years' active service in the United States Army, the Marine Corps, or the National Guard, or service in any two, or all, of those branches which will total three years. They will not be discharged for the purpose of accepting such commissions without the express authority of the War Department.

199. Enlisted members of the National Guard, both active and reserve, may be examined for commissions in the Officers' Reserve Corps of the Regular Army, and notified of the results of such examinations. They will be held eligible for the commissions for which they shall have been recommended, **and will be honorably discharged from the National Guard on the date of formal acceptance of the commission in the Officers' Reserve Corps.** (*Changes No. 1, December 18, 1919.*)

200. Any officer having knowledge of the fact that a reservist is imprisoned under sentence of a civil court will report the case to the adjutant general of the State, Territory, or the District of Columbia.

201. Enlisted men of the unassigned National Guard Reserve shall be discharged and furnished with the necessary discharge certificates signed by the adjutant general of the State, Territory, or the District of Columbia concerned whenever they become entitled to such discharge under the regulations prescribed by the President. Enlisted men of the assigned National Guard Reserve will be furnished with discharge certificates by the organization commander to which they are assigned as reservists.

202. When members of the National Guard Reserve have been brought into the service of the United States in time of war, or when they are authorized to engage in field or coast defense training, each officer and enlisted man of the National Guard Reserve, as soon as practicable after reporting personally under the summons or authority, will be examined physically by a medical officer of the Regular Army or of the National Guard on duty at the place of training or mobilization. In case he is found to be physically disqualified for the kind of service that would be required of him in time of war, he will at once be relieved from further field training or mobilization and returned to his home. Steps will then be taken for his discharge on

certificate of disability in accordance with the regulations governing discharges in such cases, when reporting under call or draft, by Federal authority; when reporting for field training or other State service, by the State authorities.

203. Arms, ammunition, and equipment for enlisted men of the unassigned National Guard Reserve during authorized field training will be furnished by the adjutant general of the State, Territory, or the District of Columbia concerned. They will be issued by staff officers at places selected for this purpose or by organization commanders. The value of any articles lost or rendered unserviceable through fault or neglect will be deducted from any pay due or to become due to the officer or soldier found responsible. The assigned National Guard reservists will be armed and equipped by the organization to which they are assigned.

204. Each enlisted man of the unassigned National Guard Reserve upon reporting for field or coast defense training will be furnished by the adjutant general of the State, Territory, or the District of Columbia concerned with the following clothing: 1 service hat, 1 hat cord, 2 olive-drab flannel shirts, 1 pair of service breeches, 1 pair leggins, 1 pair of russet shoes (unless he brings a pair of shoes of uniform type).

The above articles will be issued to the reservist when he reports at the place designated for such issue. These articles will remain the property of the United States and at the end of each period of training will be turned in to the proper officer of the State, Territory, or District of Columbia designated to receive them. When necessary, they will be cleaned and renovated before reissue. The value of the shoes issued may be charged against the reservist on the pay rolls and become his property.

205. In case of loss or destruction of, or damage to, any of the articles so issued, the articles lost, destroyed, or damaged shall be replaced by issue to the reservist and the value thereof deducted from any pay due or to become due him, unless it shall be made to appear that such loss, destruction, or damage was not due to neglect or other fault on his part. Any clothing issued to reservists which shall have become unserviceable through ordinary wear and tear in the service of the United States shall be received back by the State, Territory, or the District of Columbia, and serviceable like articles issued in lieu thereof.

206. The adjutant general of a State will forward the descriptive card or service record of the reservists not enlisted in or assigned to organizations to the commanding officer of the camp where the reservists are sent for field training or mobilization, and when the descriptive cards have served their purpose they will be indorsed with the date of last payment, or other action taken, and returned to the

adjutant general of the State. The records of reservists enlisted for or assigned to particular organizations will be kept in their organizations until the reservists are transferred or are discharged at which time the records will be forwarded to the adjutant general of the State.

207. When attending camp for field or coast defense training, officers and enlisted men of the unassigned National Guard Reserve will be paid on detachment rolls and not on rolls of any active organization. Upon mobilization in case of war, they will be paid on the rolls of the organizations to which assigned.

208. The adjutant general of each State or Territory or the District of Columbia will direct each officer and enlisted man of the unassigned National Guard Reserve brought into active service in time of war to report at a designated place. Transportation requests will be mailed to his last reported address without waiting for acknowledgment of the summons.

209. Upon reporting for service in time of war, reservists will be armed, equipped, and clothed for field service according to the arm, corps, or department to which they are assigned for service. Officers and enlisted men of the unassigned National Guard Reserve may be called to active service with any arm, but, as far as practicable, they shall be called to serve with the organization, arm, department, or corps to which they belonged during the period of active service.

RESERVE BATTALIONS.

210. When members of the National Guard and the enlisted reserve thereof of any State, Territory, or the District of Columbia shall have been brought into the service of the United States in time of war, the adjutant general of the State, Territory, or the District of Columbia shall immediately organize, from the unassigned enlisted Reserve, or from the unorganized militia, in such State, Territory, or the District of Columbia, 1 reserve battalion for each regiment of Infantry or Cavalry or each 9 batteries of Field Artillery or each 12 companies of Coast Artillery brought into the service of the United States, and such reserve battalion shall constitute the fourth battalion of any such regiment or 9 batteries of Field Artillery or 12 companies of Coast Artillery. Where the active organizations of the National Guard brought into the service of the United States, from any State, Territory, or the District of Columbia shall be less than one regiment of Infantry or Cavalry or 9 batteries of Field Artillery or 12 companies of Coast Artillery, the Reserve units to be organized in such State, Territory, or District of Columbia shall be proportional to one battalion for a regiment of Infantry or Cavalry, or 9 batteries of Field Artillery, or 12 companies of Coast Artillery.

211. Reserve battalions shall consist of battalion or squadron headquarters and four companies, troops, or batteries of the war strength and of the same organization as is prescribed for battalion or squadron headquarters and for companies, troops, or batteries of the respective arms of the Regular Army.

212. If for any reason there shall not be enough unassigned reservists or enough voluntary enlistments to organize or to keep the Reserve battalions at the prescribed strength, a sufficient number of the unorganized militia shall be drafted by the President into the service of the United States to maintain such battalion or other lesser Reserve unit at the prescribed strength. The object of such Reserve battalions or other lesser Reserve units is to train recruits and to replace losses or to fill vacancies in active organizations.

213. As vacancies occur from death or other causes in any organization in active service of the United States and composed of men taken from the National Guard, officers and enlisted men shall be transferred from the Reserve battalions or other lesser Reserve units to the organizations in the field, so that such organizations may be maintained at war strength.

214. Officers for the Reserve battalions or other lesser Reserve units shall be drafted by the President from the National Guard Reserve or Coast Artillery companies of the National Guard or the Officers' Reserve Corps, such officers to be taken, if practicable, from the State, Territory, or the District of Columbia in which the Reserve battalions or lesser Reserve units shall be organized.

215. Each regimental or other corresponding commander of an active organization will requisition, through channels, upon the commanding officer of the depot at which the Reserve unit of his organization is located for such officers and enlisted men as are required to replace wastage. When directed by higher authority, the commanding officer of the depot will select the officers and enlisted men required from the Reserve units and will arrange for the journey and issue the necessary travel orders for the persons so selected to join the active command.

216. The officer or noncommissioned officer in charge of each such detachment shall carry with him a complete roll of the detachment and a descriptive card of each officer and enlisted man, all of which will be delivered to the commanding officer of the active organization to which assignment has been or is to be made. The commanding officer of the depot will forward a copy of the roll to The Adjutant General of the Army.

217. Officers and noncommissioned officers of active organizations returned to their home stations by furlough, leaves, or any other

proper authority, because of their inability to perform active field service, and all such persons discharged from hospitals near their home stations, will be directed to report at the proper time to the commanding officer of the depot where the Reserve unit of their regiment or other corresponding command is located, and they will be assigned by such commanding officer to Reserve battalions or other lesser Reserve units.

218. Reserve battalions and other lesser Reserve units shall be armed, uniformed, and equipped, as far as practicable, as shall be prescribed for the Regular Army.

219. When officers and enlisted men are sent from Reserve battalions or other lesser Reserve units to fill vacancies in active organizations such officers and enlisted men shall be sent fully uniformed, armed, and equipped for the service that will be required of them.

ARTICLE VI.

APPOINTMENTS, EXAMINATIONS, PROMOTIONS OF COMMISSIONED OFFICERS.

220. Every officer of the National Guard shall be examined physically each year by a medical officer of the Regular Army or the National Guard and a report rendered to the Chief of the Militia Bureau on forms prescribed by the War Department (Form 378–1, A. G. O.); all defects, whether disqualifying or not, will be carefully recorded. In case of disqualification for active military service, the reason therefor will be fully set forth.

221. Persons who may be commissioned on and after June 3, 1916, as officers of the National Guard, shall not be recognized as such under any of the provisions of the act of Congress approved June 3, 1916, unless they shall have successfully passed the tests prescribed herein as to their physical, moral and professional fitness and shall have taken and subscribed to the oath of office provided by the foregoing act.

222. Under the provisions of section 75 of the act of Congress approved June 3, 1916, and upon the recommendation of the governor of a State or Territory, or of the commanding general of the District of Columbia Militia, the tests for moral and professional fitness may be waived by the War Department upon application in the case of officers appointed in the National Guard who have held commissions as officers of the United States Army or Marine Corps and who have served creditably, have not been discharged for incompetency or physical defects, and who have been honorably separated from the United States Army or Marine Corps since April 6, 1917; *Provided*, That such appointees are appointed in the National Guard to the same branch and in the same or lower grades as those in which they served in the United States Army or Marine Corps and are appointed in the National Guard within one year from the date of separation from the United States Army or Marine Corps.

223. Persons commissioned as officers in the National Guard after June 3, 1916, shall not be recognized as such under any of the provisions of the act of June 3, 1916, unless they shall have been selected from the following classes: Officers and enlisted men of the National Guard; officers of the reserve or unassigned list of the National Guard; officers, active or retired, and former officers of the United States Army, Navy, or Marine Corps; graduates of the United States Mili-

tary and Naval Academies, and graduates of schools, colleges, and universities where military science was taught them under the supervision of an officer of the Regular Army, and for the technical branches and staff corps or departments such other civilians as may be specially qualified for duty therein.

224. Officers of the Reserve Corps, United States Army, are not eligible for appointment in the National Guard, active or reserve, while members of such Reserve Corps.

225. When a vacancy occurs in any commissioned grade of the National Guard, except when in Federal service under draft, the appointing authority of the State, Territory, or National Guard of the District of Columbia, where such vacancy exists, will appoint an eligible person to fill the vacant grade.

The papers enumerated from (1) to (6), inclusive, in paragraph 153 (d) will be forwarded direct to the Militia Bureau in each case.

Officers so appointed will be authorized to report for examination at such a time and at such places as may be designated in each case, and as near their homes as practicable. The examination will be conducted by a board, appointed by the department commander in cooperation with the State authorities. Except for the examination of officers of the Medical Corps, an examining board will consist of three officers, one from the Medical Corps, selected without regard to rank, and two, chosen when practicable, from the corps, department, or arm to which the officer being examined belongs. In the examination of chaplains, one member of the board will, when practicable, be a chaplain. All three members of the board shall be commissioned officers of the Regular Army or the National Guard, or both. (*Changes No. 1, December 18, 1919.*)

226. When appointments to fill vacancies are made by the governor of a State or Territory, such appointees will not be considered as commissioned officers of the National Guard as contemplated by the act of June 3, 1916, unless and until recognition is extended to them by the War Department.

227. For cogent reasons, a reasonable period of time may be granted to enable a person appointed or promoted as an officer to prepare himself for the examination, or recognition may be extended conditional upon future examination.

228. When the proceedings of an examining board have been approved by the Secretary of War, the governor of the State or Territory or the commanding general of the District of Columbia Militia concerned will be informed as to whether the candidate has passed the examination successfully and as to the grade, arm, department, or corps for which qualified. Persons who have been found qualified for one grade and arm, department, or corps will not be entitled to the benefits of the act of June 3, 1916, in any other grade, arm, department, or corps unless examined and found qualified therefor.

229. A candidate for original appointment or for promotion may be tentatively recognized as an officer of the National Guard, by the Militia Bureau, subject to future examination. In the event a candidate for an original appointment fails to pass the required examination, such tentative recognition will be withdrawn by the Militia Bureau, and the officer concerned ceases to be a member of the National Guard, as contemplated by the act of June 3, 1916, and shall be dropped from the rolls; *Provided,* That upon application to and approval by the Militia Bureau and for cogent reasons, the provisions of paragraph 231, relative to reexamination for promotion may be extended to original appointments.

230. In the event an officer has been recognized in one grade *subject to future examination* and is not examined until he is appointed to a higher grade and then fails to pass the required examination, he shall revert to his former grade and be required to take the examinations covering his appointment in the lower grade.

231. A candidate for promotion as an officer who fails to pass successfully the professional examination for the office for which he is designated, may be authorized to take another examination for the same grade as soon as practicable after the expiration of one year from the date of the first examination, *Provided,* That a candidate may, upon his own application, be reexamined after the expiration of six months from the date of the first examination. Should the candidate fail to pass successfully the second examination or fail to appear at the time appointed, he shall be prohibited from again appearing for examination for the same or for any higher grade without special authority from the Secretary of War, and he shall be ordered to appear before an efficiency board under the provisions of section 77 of the act of June 3, 1916. (See par. 304.)

232. No candidate will be examined whose examination has not been authorized by the Secretary of War; who is not a citizen of the United States or has not declared his intention to become such; who, in the judgment of the board, is not physically qualified to discharge all the duties of an officer in active service; who has any mental infirmity; whose moral fitness has not been clearly established; who is less than 21 years of age or more than 60; or who, being designated for commission, other than by promotion, as second lieutenant, shall be more than 32; as first lieutenant, more than 36; as captain, more than 40; as major, more than 45; as lieutenant colonel, more than 50; as colonel, more than 55; or as a general officer, more than 60 years old.

233. The duties of the medical officer of the board shall be confined to inquiring into and reporting upon the physical qualifications of the candidates.

234. The duties of the officers of the board, except the medical officer, shall be to pass upon the moral qualifications of each candidate; to inquire into the general suitability of candidates; to determine the suitability for mounted service of candidates recommended for grades or arms requiring them to be mounted; and to supervise and conduct the professional examination.

235. The senior officer, not a medical officer, of the examining board will be president of the board; the junior officer not a medical officer will act as recorder.

236. The organization of the boards shall conform to that of retiring boards of the Regular Army. The recorder will swear the several members, including the medical officer, faithfully and impartially to examine and report upon the candidates about to be examined, and the president of the board will then swear the recorder to the faithful performance of his duty. Separate proceedings shall be made in the case of each candidate. Medical officers shall not take part in the professional examination except on boards composed exclusively of officers of the Medical Department. They shall make the necessary physical examination of all candidates and shall submit to the president of the board their opinions in writing. All questions relating to the physical condition of applicants shall be determined by the full board. All public proceedings shall be in the presence of the candidate under examination. *The conclusion reached and the recommendations entered will be regarded as confidential.*

237. The proceedings of the board, accompanied by the examination papers and certificates of the medical officer, will be forwarded through the Department Commander to the Chief of the Militia Bureau. The proceedings will follow the form given in these Regulations (par. 302).

238. An examining board (including medical members) having assembled and the officer to be examined having appeared before it, the recorder will read the orders or instructions convening the board and directing the officer to report for examination. If all the members of the board are not present, the board will adjourn from time to time until a full attendance can be secured. If for any reason the attendance of any member can not be expected within a reasonable time, the president of the board will report the facts to the convening authority.

239. The right of challenge having been accorded and all the members being present, the recorder in the presence of the officer to be examined will administer the following oath to the members:

"You (naming the members other than himself) do swear (or affirm) that you will faithfully and impartially discharge your duties as members of this board in the matter now before you. So help you God."

The president will then administer the following oath to the recorder:

"You (naming him) do swear (or affirm) that you will faithfully and impartially discharge your duties as a member of this board in the matter now before you, and that you will, according to your best ability, accurately and impartially record the proceedings of this board and the evidence to be given in the case in hearing. So help you God."

In case of affirmation the closing sentence of adjuration will be omitted.

240. Should any question arise during the examination requiring the introduction of evidence, the testimony of witnesses will be taken, orally, if the witnesses are immediately available, and it can be done without expense to the Government, otherwise, as a rule, by interrogatories and depositions prepared in accordance with the requirements of the Manual for Courts-Martial. Should it become necessary, in the opinion of the board, to procure the oral testimony of a witness not immediately available, the facts will be reported to the convening authority for action. All witnesses examined orally will be sworn by the recorder, the oath being the same as that administered to witnesses in trials by courts-martial. During such proceedings the officer being examined will be permitted to cross-examine witnesses and to submit evidence in his own behalf. All hearings of this nature will be conducted in open board and in the presence of the officer being examined.

241. The examination will be conducted in the following order: (*a*) As to physical fitness, (*b*) as to general efficiency, (*c*) as to professional fitness and skill in horsemanship.

242. The board will make a thorough inquiry into and report upon the following with reference to each candidate: His antecedents; his morals and character; his educational opportunities and qualifications; his business and professional experience; his conduct, efficiency, and soldierly habits while a member of the Regular, Militia, or Volunteer forces; and his probable efficiency and aptitude for the service. The board is authorized to call on candidates to submit in writing any desired information not in its possession.

243. If a candidate has served in the United States Army, the Regular Army, Navy, or Marine Corps, of the United States, or in any of the volunteer forces of the United States, or in the Organized Militia or National Guard of any State, Territory, or the District of Columbia, he shall submit his discharge papers for each term of service; if still in any of the services mentioned, he shall submit recommendations of his immediate commanders.

244. If an applicant has attended a prescribed regular course of instruction in any military school or college of the United States

Army, or has graduated from any educational institution to which an officer of the Army, Navy, or Marine Corps has been detailed as commandant or instructor pursuant to law, he shall be required to present the diploma or certificate from such military school, college, or educational institution.

245. The Chief of the Militia Bureau will refer to the board all the data in the War Department bearing on the qualifications of the candidates whose records are before the board for consideration.

246. Each candidate will submit to the board the following individual record:

(*a*) Give the exact date and place of birth.

(*b*) Are you a citizen of the United States? If not, have you declared your intention to become a citizen of the United States, and if so, when?

(*c*) What schools or colleges have you attended? Give dates of attendance and designations of schools, etc., and state whether or not you were graduated, together with degree, if any, received.

(*d*) In what professions or occupations have you been employed since boyhood and how long have you been engaged in your present occupation? Give names and occupation of your employers.

(*e*) Have you ever served in the volunteers, the Organized Militia or the National Guard, or in the United States Army, the Regular Army, Navy, or Marine Corps? If so, state the rank held and the dates of service.

(*f*) State the place of your present residence.

(*g*) Are you married or single? If married, state number of minor children.

247. In addition to the above information the candidate will submit to the board testimonials or certificates as to his moral character and fitness for the position of a commissioned officer, and these testimonials and certificates will be forwarded with the report of the board.

248. The board will conduct such inquiries as will enable it to render an opinion, based upon observation, oral questioning of the candidate, and upon all available data, as to whether the candidate possesses the qualifications to be desired in a commissioned officer.

249. The physical examination will take place first. If this is satisfactory, the examination as to moral character and general qualifications will follow. If these are satisfactory, the board will proceed with the professional examination, which will be oral, written or practical, or all. Candidates will then be examined as to their suitability for mounted duty when recommended therefor.

250. Before proceeding with the physical examination the applicant about to be examined shall be required to submit, for the information of the board, a certificate as to his physical condition. In case

no cause for disqualification exists the certificate shall take the following form:

"I certify that, to the best of my knowledge and belief, I am not affected with any form of disease or disability which would interfere with the performance of the duties under the commission for which I am undergoing examination."

251. The physical examination will be rigid and shall include the ordinary analysis of the urine, and if there be found to exist any cause or disqualification which might in the future impair his efficiency as an officer of the National Guard he will be rejected. Defects of vision resulting from errors of refraction which are not excessive and which may be entirely corrected by glasses do not disqualify unless they are due to or are accompanied by organic disease. Examination as to physical qualifications will conform to the standard required of recruits for the United States Army and will include a certificate, to accompany the proceedings of the board, of physical examination by the medical officer, which certificate will embrace all the information required in the form for the examination of recruits. Forms for this certificate will be furnished by the Chief of the Militia Bureau.

In doubtful cases they will be guided by the following decision of the Secretary of War:

An incurable disease or injury, or a disease or injury not curable within a reasonable time, either of which is of such a character as to disqualify an officer for duty on the active list, constitutes incapacity for service under this act (act of October 1, 1890). If, however, a disease or injury be curable within a reasonable time, the candidate should be regarded as physically qualified for appointment. The question as to the curability of a disease or injury is one for an examining board to determine upon the advice of its medical members. If a board be unable to determine such question, it should recommend that the candidate be reexamined after such period as, in its opinion, may be necessary to permit a determination to be reached.

252. On the conclusion of the physical examination, the medical officer will report his findings in writing to the board, which will then assemble to consider and act thereon. All questions pertaining to the physical fitness of a candidate, then or thereafter arising, will be determined by a majority vote of the board (including the medical member).

253. When the board finds an applicant physically incapacitated for service it shall conclude the examination by finding and reporting the cause which, in its judgment, has produced the disability.

254. Whenever for any cause the board finds an applicant disqualified for commission, the record shall contain a full statement of the case.

255. When the board finds an applicant qualified for commission, the fact shall be stated in the following form:

The board is of the opinion that ———— has the physical, moral, and professional qualifications to perform efficiently all the duties of [1] ———, and recommends that he be recognized as such in the National Guard of the United States and the State of [2] ————.

[1] Here insert the grade and arm of the service, or staff corps, or department, for a commission in which the applicant is recommended.

[2] Here insert State, Territory, or the District of Columbia.

256. Under the head of general efficiency, the board will consider the evidence required by paragraphs 242–247, inclusive; the use the candidate has made of his opportunities; his ability to apply practically his professional knowledge; his general trustworthiness and ability to command troops or control men; his personal habits, military deportment, sobriety, and observance of discipline in his conduct and the efficiency of any organization which may have been under his command.

257. Should any information before the board be of a disqualifying nature, the board will furnish a copy thereof to the candidate and make such investigation in regard thereto as the circumstances may warrant.

258. The professional examination shall be sufficiently comprehensive in scope to test properly the applicant's knowledge of the whole subject. In the case of written examinations, the questions and answers shall be attached to the proceedings.

259. The examination shall be especially directed to ascertain the practical capacity of the applicant, and the record of previous service as to discipline, training, and military efficiency shall be considered as a part of the examination.

260. Ten questions in each subject in which an oral or written examination is required will be selected from lists furnished by the War Department for the examination. The value of each question will be 10. The time allowed for the written examination in each subject will be four hours. Practical examinations will consist of such exercises and tests as may be communicated by the War Department to the board in each case. The time allowed for practical examination will be as communicated by the War Department to the board in each case.

261. During the practical examination all members of the board except the medical officer will be present. During the practical examination in military sketching only one member of the board need be present, in the discretion of the board. An oral examination will be before the full board.

262. Written examinations of all candidates shall be conducted in the presence of a member of the board who is an officer of the Regular

Army when such an officer is on the board, and he will attach to each examination paper the following certificate:

I certify that ————, the candidate for commission, has undergone the foregoing examination in my presence without assistance from anyone.

. If no officer of the Regular Army is on the board, this duty will be performed by any member of the board.

263. In the examination of candidates the papers in all written examinations or the performance of the candidate in all practical examinations will be marked by the two members of the board other than the medical officer. After all marks have been made the board shall reassemble to consider its findings.

264. Questions shall be given out, so that everything in the hands of the candidate may be answered before a recess or adjournment. A statement showing that such was the procedure during the written examinations shall be embodied in the record. Candidates should not leave the examination room until all the questions issued have been answered. In case a candidate does leave the room before completing the answers to the questions in his possession, the fact will be entered in the record for consideration. At the conclusion of a written examination in each subject the candidate will be called upon to add and sign the following certificate thereto:

I have not received any assistance from unauthorized sources during the foregoing examination.

265. In case of unpropitious weather, practical examinations will be postponed from day to day, but never omitted or materially curtailed.

266. In case of failure in the practical examination on any subject, the board will at once proceed with a second practical examination of sufficient scope to test properly the applicant's efficiency. If successful upon this second examination, the record shall show that he had two practical examinations. In case of failure, an outline of the exercises given and the percentages attained in both practical examinations will be attached to the record.

267. Commanding officers of Regular Army posts and of National Guard organizations at or in the vicinity of which boards may be appointed to meet shall, without further instructions, furnish, upon request, such available troops and matériel as may be required by boards in the execution of this order.

268. All candidates, except for commissions as company officers of Infantry or Coast Artillery, will be required to undergo a practical and oral examination in equitation and in equipment of saddle horses, the scope of which will be sufficient to decide upon their ability to accompany a mounted command on ordinary marches, to perform the duties of mounted staff officers, to carry dispatches in

the field, and to saddle, unsaddle, and care for a horse in emergencies.

269. All persons commissioned as officers in the National Guard shall take and subscribe to the following oath:

I, ————, do solemnly swear that I will support and defend the Constitution of the United States and the constitution of the State of ——— against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I will obey the orders of the President of the United States and of the governor of the State of ———; that I make this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of ——— in the National Guard of the United States and of the State of ———, upon which I am about to enter, so help me God.

This oath may be administered by the judge advocate of a court-martial or by a notary public or other civil officer competent to administer oaths.

270. When completed, the oath of office will be forwarded by the adjutant general of the State, Territory, or the District of Columbia to the Chief of the Militia Bureau. The adjutant general of the State, Territory, or the District of Columbia will report to the Chief of the Militia Bureau the names and dates of commission of all officers immediately after a commission is issued.

271. The examination for a commission shall consist of two parts, (1) the elementary examination and (2) the professional examination.

The elementary examination will embrace the following subjects:

(*a*) English grammar, including reading, writing, and spelling with facility and correctness. Weight 4.

(*b*) Arithmetic and its application to rules and practical examples. Weight 3.

(*c*) Geography, particularly in reference to North America. Weight 4.

(*d*) History of the United States. Weight 3.

272. The elementary examination may be waived by the board in case the candidate produces a diploma or certificate of graduation from some educational institution of good repute, or when the board is satisfied from the record of the applicant or other circumstances that he has been sufficiently educated in the subjects mentioned.

273. The professional examination for the various arms of the service is given in Sections A to N, paragraph 302, with the relative weights following each subject.

274. No weights will be assigned to moral character, physical condition, record of service, and general suitability or horsemanship; they will be reported simply as "satisfactory" or "unsatisfactory."

275. The board shall report on each subject the mark for the answer to each question and the percentage attained in all examinations, whether written or practical, and will also report the general average of all the subjects. In oral examinations the board will

report only the percentage in each subject. The procedure will be as follows:

In each subject mark each question on a basis of its weight. Add the marks and reduce the total to a basis of 100. Then determine the general average by assigning to each subject the relative weight stated above. Multiply the percentage in each subject by the relative weight as given and divide the sum of the products by the sum of the weights. This will give the general average.

276. The method is illustrated by the following example:

Example.

(For promotion to first lieutenant of Infantry.)

No.	Subjects.	Percentages.	Relative weights.	Products.
	PROFESSIONAL EXAMINATIONS.			
1	Bayonet Combat	70	4	280
2	Combat, Infantry only	72	3	216
3	Drill Regulations, Infantry	71	6	426
4	Minor Tactics	68	6	408
5	Military Protection	83	4	332
6	Offensive Conduct of Small Units	86	6	516
7	Small-Arms Firing Manual	70	4	280
8	Topography	75	3	225
			36	2,683
General average				74.53

277. In order to be proficient a candidate shall receive a general average of not less than 66⅔ per cent and a grade in each subject of not less than 50 per cent.

278. A candidate presenting a diploma from any of the military schools of the United States Army or from the United States Naval Academy, or a certificate from the War Department for the completion of any prescribed course within 5 years preceding the examination, shall be excused, if he so desires, from examination in the subjects covered by said diploma or certificate, his mark in said subjects being rated at 75 per cent of the maximum.

ENGINEERS.

GENERAL QUALIFICATIONS FOR ORIGINAL APPOINTMENT.

279. *To be a lieutenant.*—The candidate must be an engineer in the active practice of his profession or in some business immediately connected with or concerned in engineering matters; he must either hold or have qualified for the grade of junior engineer, civil, electrical, or mechanical, or higher grade in the civil service, or he must be a graduate from an approved engineering college, or have been in the active practice of engineering for at least 2 years; he must pass an examination in the subjects listed for his grade in table given in 302 E.

280. *To be a captain.*—The candidate must be an engineer in the active practice of his profession or in some business immediately connected with or concerned in engineering matters; he must either hold or be eligible for the grade of assistant engineer in the Engineer Department at large, or a corresponding engineer grade in the civil service in another department of the Government service, or have held a commission in the Corps of Engineers of the Regular Army, or shall be a professional engineer not less than 28 years of age, who shall have been in the active practice of his profession for at least 8 years and have had responsible charge of work as principal or assistant for at least 2 years; he must pass an examination in the subjects listed for his grade in table given in 302 E. The graduation from a school of engineering of recognized reputation shall be considered as equivalent to 2 years' active practice. The above age limit and period of professional practice may be reduced for candidates who have served creditably in the same or higher grade as engineer officers with engineer troops in the United States Army since April 6, 1917.

281. *To be a field officer.*—The candidate must be an engineer in the active practice of his profession or in some business immediately connected with or concerned in engineering matters; he must hold the grade of assistant engineer in the Engineer Department at large, or corresponding engineer grade in the civil service in another department, or have held a commission in the Corps of Engineers of the United States Army not more than two grades below that for which he desires to be listed, or shall be a professional engineer not less than 35 years of age, who shall have been in the active practice of his profession for 15 years, and have had responsible charge of work for at least 5 years, and shall be qualified to design as well as to direct engineering work; he must pass an examination in the subjects listed for his grade in table given in 302 E. Graduation from a school of engineering of recognized reputation shall be considered as equivalent to two years of active practice. The above age limit and period of professional practice may be reduced for candidates who have served creditably in the same or higher grade as engineer officers with engineer troops in the United States Army since April 6, 1917.

Medical Department.

QUALIFICATIONS OF OFFICERS FOR MEDICAL CORPS.

282. In addition to the qualifications named in paragraph 232, an individual appointed in the Medical Corps, National Guard, must be between 21 and 36 years of age; must have a satisfactory general education; must be a graduate of a reputable medical school legally authorized to confer the degree of doctor of medicine; must be a

legally qualified practitioner of the State in which he is appointed; must be actively engaged in the practice of his profession; and must have had at least 1 year's hospital training including practical experience in the practice of medicine and surgery, or its equivalent in practice.

283. Original appointments to the grade of major, Medical Corps, are authorized and can be made under the law; however, for cogent reasons, such appointments should be confined to persons with prior military service and who are eminently qualified to perform the duties of this grade.

284. Original appointments to the grade of captain, Medical Corps, are not authorized, and can not be made. The grade of captain, Medical Corps, has no existence independent of the person qualified by a period of service to fill it. Appointees to this grade must have served as first lieutenants for the period fixed by law (58–241 J. A. G., Aug. 14, 1916).

285. All first lieutenants of the Medical Corps of the Organized Militia who were qualified as such under the provisions of Circular No. 18, Division of Militia Affairs, 1914, and who were active members of the Organized Militia on June 3, 1916, are entitled to promotion to the grade of captain, Medical Corps, National Guard, subject to examinations, after 3 years' service in the grade of first lieutenant, Medical Corps, Organized Militia or National Guard. All appointments in the grade of first lieutenant, Medical Corps, National Guard, made on or after June 3, 1916, must serve a period of 5 years in this grade before they are entitled to promotion to the grade of captain, Medical Corps.

286. Prior service as a commissioned medical officer of the Regular Army or Navy, United States Army or Navy, or as an active commissioned medical officer of the Organized Militia or National Guard, will be counted in computing service for promotion to the grade of captain, Medical Corps. Service in the Medical Reserve Corps (inactive list) and in the medical section of the Officers' Reserve Corps, National Guard, will *not* be counted in computing service for promotion to the grade of captain, Medical Corps, National Guard.

QUALIFICATIONS OF OFFICERS FOR DENTAL CORPS.

287. An individual appointed in the Dental Corps, National Guard, must be between 21 and 36 years of age; must be a citizen of the United States; must have a satisfactory general education; must be a graduate of a reputable dental school legally authorized to confer the degree of doctor of dental surgery; must be a legally qualified practitioner of dentistry in the State in which he is appointed; must

be actively engaged in the practice of his profession; and must have had at least one year's experience in the practice of his profession.

288. Original appointments to the grade of major, Dental Corps, are authorized and can be made under the law; however, for cogent reasons, such appointments should be confined to persons with prior military service and who are eminently qualified to perform the duties of this grade.

289. Original appointments to the grade of captain, Dental Corps, are not authorized and can not be made. The grade of captain, Dental Corps, has no existence independent of the person qualified by a period of service to fill it. Appointees to this grade must have served as first lieutenants for the period fixed by law (58–241 J. A. G. Aug. 14, 1916).

290. All first lieutenants of the Dental Corps of the Organized Militia who were qualified as such under the provisions of Circular No. 18, Division of Militia Affairs, 1914, and who were active members of the Organized Militia on June 3, 1916, are entitled to promotion to the grade of captain, Dental Corps, National Guard, subject to examination, after three years' service in the grade of first lieutenant, Dental Corps, Organized Militia or National Guard. All appointments in the grade of first lieutenant, Dental Corps, National Guard, made on or after June 3, 1916, must serve a period of five years in this grade before they are entitled to promotion to the grade of captain, Dental Corps.

291. Prior service as a commissioned dental officer of the Regular Army or Navy, United States Army or Navy, or as an active commissioned dental officer of the Organized Militia or National Guard, will be counted in computing service for promotion to the grade of captain, Dental Corps. Service in the Dental Reserve Corps (inactive list) and in the dental section of the Officers' Reserve Corps, National Guard, will *not* be counted in computing service for promotion to the grade of captain, Dental Corps, National Guard.

QUALIFICATIONS OF OFFICERS FOR VETERINARY CORPS.

292. An individual appointed as assistant veterinarian (second lieutenant) in the Veterinary Corps of the National Guard must be a citizen of the United States, between the ages of 21 and 36 years, a resident of the State from which he is appointed, a graduate of a recognized veterinary college or university, and must be actively engaged in the practice of his profession.

293. Original appointments in the Veterinary Corps, National Guard, will be as assistant veterinarians, who will for the first five years of service as such have the rank, pay, and allowances of second lieutenant. After 5 years' service they shall have the rank, pay,

and allowances of first lieutenant; after 15 years' service they shall be promoted to be veterinarians with the rank, pay, and allowances of captain, and after 20 years' service they shall have the rank, pay, and allowances of a major.

294. Prior service as veterinarians of the Organized Militia who were recognized by the War Department and who were members of the Organized Militia on June 3, 1916, and who have subscribed to the Federal oath, will be given credit for such service for promotion to higher grades, when approved by the Secretary of War.

295. Prior service as a commissioned officer of the Veterinary Corps of the Regular Army, National Guard, National Army, or the United States Army will be counted in computing service for promotion to the higher grades.

296. Service in the Veterinary Reserve Corps (inactive list) and the veterinary section of the Officers' Reserve Corps, National Guard, will *not* be counted in computing service for promotion to the higher grades in the Veterinary Corps.

297. Veterinarians and assistant veterinarians, when authorized by the Secretary of War to render professional services for the authorized animals of the National Guard, and to perform any other duties prescribed by the Secretary of War for the National Guard not in Federal service, will be entitled to the pay provided for staff officers in the act approved June 3, 1916. When called into the service of the United States, they will have the pay and allowances of their grade, as authorized for similar grades in the Veterinary Corps of the Regular Army.

EXAMINATIONS OF OFFICERS FOR MEDICAL DEPARTMENT.

298. For the examination of candidates to be officers of the Medical Department (including dental surgeons, veterinarians, and assistant veterinarians) the board will consist of three officers of the Medical Department, appointed as in the case of other examining boards. The senior officer of the board will be the president thereof and the junior officer the recorder.

299. The physical examination of candidates to be officers of the Medical Department will be made by the full board, all the members of which will sign the certificates required by paragraph 251.

300. In the examination of candidates to be officers of the Medical Department, the papers in all written examinations and the performance of the candidate in all practical examinations will be marked by the full board.

301. Except as herein specified the qualifications for appointment of officers of the Medical Department and the procedure governing examining boards are as prescribed for all other officers.

Requirements for Professional Examination in all Arms.

302. The professional examination shall embrace the following subjects for the different grades in the different arms:

A. INFANTRY.

Subject.	General scope of examination.	Relative weight.
1	Administration (oral or written): The routine reports, returns, and rolls of company	3
2	Administration (oral or written): Correspondence, methods, etc., pertaining to the administration, supply, and messing of a company	4
3	Administration National Guard Regulations (oral or written): General knowledge of same	4
4	Administration (oral or written): Army Regulations, Articles I to XXIII, inclusive, and LIII, LV, LX	4
5	Bayonet combat (W. D. Doc. No. 754)	4
6	Combat—Infantry only (oral or written): Based on Infantry Drill Regulations	3
7	Combat (oral or written): Based on Field Service Regulations and Infantry Drill Regulations	3
8	Drill Regulations, Infantry (practical): Command of a squad and a platoon, alone and in company, in drill and in field exercise	6
9	Drill Regulations, Infantry (practical): Command of a company, alone and in battalion drill and in field exercise	6
10	Drill Regulations, Infantry (practical): Command of battalion, in drill and in field exercise	6
11	Field Service Regulations (oral or written): General knowledge of same	6
12	Guard duty, Manual of Interior (oral or written): Duties of officers and enlisted men	2
13	Guard duty, Manual of Interior (oral or written): Duties of officers, including commanding officers	2
14	Intrenchments (oral or written): Based on Infantry Drill Regulations and Part III, War Department No. 872	3
15	Military hygiene, N. C. O. Manual (oral or written): Care of men in camp and on the march, chapters 4 and 13	3
16	Military law (oral or written): Based on Manual for Courts-Martial, chapters 1 to 7, inclusive, 13 and 14, and Appendixes 1, 2, 3, and 4	5
17	Minor tactics, practical (map or terrain exercises): Exercises to include problems involving patrols and command of a platoon	6
18	Minor tactics, practical (map or terrain exercises): Exercises to include problems involving command of a company	6
19	Minor tactics, practical (map or terrain exercise): Exercises to include problems involving command of a battalion of infantry	6
20	Minor tactics, practical (map or terrain exercise): Exercises to include problems involving command of a regiment	6
21	Military protection, riot duty (War Department Doc. No. 832)	4
22	Military courtesy (oral or written): Noncommissioned Officers' Manual, chapters 1 and 14	2
23	Offensive conduct of small units (War Department Doc. No. 802, pp. 51 to 63, inclusive pl. Ia, Ib, II, III, and IV; pt. I; Pt. II, omitting chaps. III and IV; Pt. III)	6
24	Practical efficiency: Based on the ability or probable ability of the candidate to handle men and perform well the other normal duties of an officer as judged by his experience in civil life	(1)
25	Small-Arms Firing Manual—Theoretical principles of individual practice (oral or written), and Chapter II, sections 1, 2, and 3, Manual, Noncommissioned Officers	4
26	Small-Arms Firing Manual—Theoretical principles of combat firing (oral or written): Based on Small Arms Firing Manual and "Synopsis of Rifle in War"	3
27	Topography (practical): Map reading	2
28	Topography (practical): Route sketch of not less than 2 miles or position of one-fourth square mile	3

(b) Table showing subjects in which applicants shall be examined.

Grade.	Subject (Numbers refer to above list).
Second lieutenant, original appointment	1, 6, 8, 12, 14, 17, 22, 24, 27.
First lieutenant, for promotion to	5, 6, 8, 17, 21, 23, 25, 28.
First lieutenant, original appointment	1, 5, 6, 8, 12, 14, 17, 21, 22, 24, 25, 28.
Captain, for promotion to	2, 6, 9, 13, 15, 16, 18, 23, 25, 26.
Captain, for original appointment	1, 2, 5, 6, 9, 13, 14, 15, 16, 18, 20, 21, 22, 24, 25, 26, 28.
Major, for promotion to	3, 7, 9, 10, 13, 15, 16, 19, 21.
Major, for original appointment	2, 3, 7, 10, 13, 15, 16, 19, 21, 24.
Lieutenant colonel, for promotion to	4, 7, 10, 11, 20.
Lieutenant colonel, original appointment	3, 4, 7, 10, 11, 13, 14, 16, 20, 21, 24, 26.
Colonel, for promotion to	10, 20.
Colonel, original appoinment	3, 4, 7, 10, 11, 13, 14, 16, 20, 21, 24, 26.

[1] One-third of the total of all other subjects.

B. CAVALRY.

Subject.	General scope of examination.	Relative weight.
1	Administration (oral or written): The routine reports, returns, and rolls of company	3
2	Administration (oral or written): Correspondence, methods, etc., pertaining to the administration, supply, and messing of a company	4
3	Administration, National Guard Regulations (oral or written): General knowledge of same	4
4	Administration, Army Regulations (oral or written): Articles 1 to 23, inclusive, and 53, 55, and 60	4
5	Combat (oral or written): Based on Cavalry Drill Regulations	3
6	Combat (oral or written): Based on Field Service Regulations and Cavalry Drill Regulations	3
7	Drill Regulations, Cavalry (practical): Command of a squad and a platoon, alone and in the troop, in drill and in field exercise	6
8	Drill Regulations, Cavalry (practical): Command of troop, alone and in the squadron, in drill and in field exercise	6
9	Drill Regulations, Cavalry (practical): Command of a squadron in drill and in field exercise	6
10	Field Service Regulations (oral or written): General knowledge of same	6
11	Guard duty, Manual of Interior (oral or written): Duties of officers and enlisted men	2
12	Guard duty, Manual of Interior (oral or written): Duties of officers, including commanding officers	2
13	Hippology (oral or written): The Cavalry horse; nomenclature, conformation; examination for soundness; age of horses; endurance of horses; bits, bitting, and training; saddles; seats, transportation of horses; the horse's foot; stable management; forage	4
14	Hippology (oral, written, or practical): Army Horse in Accident and Disease, omitting prescriptions and tropical diseases	4
15	Intrenchments (oral or written): Based on Infantry Drill Regulations and Part III, War Department Document, No. 872	3
16	Military Hygiene, Noncommissioned Officers' Manual (oral or written), chapters 4 and 13	3
17	Military law (oral or written): Based on Manual for Courts-Martial (chaps. 1 to 7, inclusive, 13 and 14, and appendixes 1, 2, 3, and 4)	5
18	Military discipline and courtesy (oral or written): Noncommissioned Officers' Manual, 1 and 14	2
19	Military protection, riot duty (War Department Document, No. 882)	4
20	Minor tactics (map or terrain exercise): Problems involving command of squad and platoon	6
21	Minor tactics (map exercise): Problems involving command of troop	6
22	Minor tactics (map or terrain exercise): Problems involving command of a squadron	6
23	Minor tactics (map or terrain exercise): Problems involving command of a regiment	6
24	Practical efficiency: Based on the ability or probable ability of the candidate to handle men and perform well the other normal duties of an officer as judged by his experience in civil life	[1]
25	Target practice (oral or written): Including care and nomenclature of the rifle and pistol and "individual instruction" S. A. F. M., 1913, and Chapter II, sections 1, 2, and 3, Noncommissioned Officers' Manual	4
26	Target practice, including "Combat Practice" and "Course for Organized Militia"	4
27	Topography (practical): Map reading	2
28	Topography (practical): Route sketch of not less than 3 miles and position sketch one-fourth mile square	3

(b) Table showing subjects in which applicants shall be examined.

Grade.	Subject (numbers refer to above list).
Second lieutenant, original appointment	1, 5, 7, 11, 16, 18, 24, 27.
First lieutenant, for promotion to	5, 7, 13, 19, 20, 26.
First lieutenant, original appointment	1, 5, 7, 11, 13, 16, 18, 19, 24, 26, 27.
Captain, for promotion to	2, 5, 8, 12, 13, 14, 15, 17, 20, 25.
Captain, original appointment	1, 2, 5, 8, 12, 13, 14, 15, 16, 17, 18, 19, 21, 24, 26, 28.
Major, for promotion to	3, 6, 9, 10, 22.
Major, original appointment	2, 6, 9, 12, 14, 15, 17, 19, 22, 24, 26.
Lieutenant colonel, for promotion to	4, 6, 9, 10, 22.
Lieutenant colonel, original appointment	3, 4, 6, 9, 10, 12, 14, 15, 17, 19, 23, 24, 26.
Colonel, promotion to	9, 22.
Colonel, original appointment	3, 4, 6, 9, 10, 12, 14, 15, 17, 19, 23, 24, 26.

[1] One-third of the total of all other subjects.

C. FIELD ARTILLERY.

Subject.	General scope of examination.	Relative weight.
1	Administration (oral or written): The routine reports, returns and rolls of a battery	3
2	Administration (oral or written): Correspondence, methods, etc., pertaining to the administration, supply, and messing of a battery	4
3	Administration, National Guard Regulations, general knowledge of (oral or written)	4
4	Administration, Army Regulations, general knowledge of Articles I to XXIII, inclusive, LIII, LV, and LX (oral or written)	4
5	Drill and Service Regulations for Field Artillery, Provisional (oral, written, or practical): Volume I	6
6	Drill and Service Regulations for Field Artillery, Provisional (oral, written, or practical): Volume III	6
7	Drill and Service Regulations for Field Artillery, Provisional (oral, written, or practical): Volumes II and IV	6
8	Field Fortifications (oral or written): Notes on Field Fortifications, Army Service Schools	3
9	Field Service Regulations (oral or written): Marches and convoys; shelter; administration. Tables of Organization for a battery of each type	0
10	Field Service Regulations (oral or written): Information; security; orders; combat; transportation. Tables of Organization of all Field Artillery units	3
11	Guard duty, Manual of Interior (oral or written): Duties of officers and enlisted men	2
12	Guard duty, Manual of Interior (oral or written): Duties of officers, including commanding officers	2
13	Gunnery. Practical qualification as a gunner in the examination for batteries. (Par. 7, G. O. No. 61, W. D. 1915.)	3
14	Gunnery. Practical qualification as a gunner for headquarters, staffs, etc. (Par. 8, G. O. No. 61, W. D. 1915.)	4
15	Gunnery (oral, written, or practical): Field Gunnery, School of Fire. Accuracy of fire	6
16	Hippology and Stable Management (oral, written, or practical): The cavalry horse; draft horse; nomenclature; conformation; examination for soundness; age and endurance of horses; bits, bitting and training; saddles; seats; transportation of horses; the horse's foot; stable management. Handbook for Farriers and Wagoners, D. M. A., 1914	4
17	Hippology (oral, written, or practical): Army Horse in Accident and Disease, omitting prescriptions and tropical diseases	3
18	Map Problem. Reconnoitering, selecting and occupying a position with a battery. Practical, if possible	4
19	Matériel, Handbook of the gun with which the organization is equipped (oral, written, or practical)	6
20	Military discipline and courtesy (oral or written): N. C. O. Manual, Chapters 1 to 14	2
21	Military hygiene. Manual N. C. O. and Privates, 1917, chapters 4 and 8 (oral or written): Personal hygiene	3
22	Military law (oral or written): Manual for courts-martial (chap. 1 to 7, inclusive, 13 and 14, and Appendixes 1, 2, 3, and 4)	5
23	Military protection (oral or written): War Department Document No. 882	3
24	Minor tactics. Notes on Field Artillery. Spaulding. Employment of headquarters details. Provisional Drill and Service Regulations for Field Artillery. Problem involving the posting and employment of a battalion. When troops are not available a map problem will be solved (oral, written, or practical, or combined)	5
25	Minor tactics. Studies in Minor Tactics—Army School of the Line. Map problem, involving the employment of an Artillery regiment as a part of a mixed command. Tables of Organization to include the brigade of each arm of the line (oral or written)	5
26	Minor tactics. Technique of Modern Tactics. Bond and McDonough. Map problem involving the employment of an Artillery brigade operating with an Infantry division. Tables of Organization of an Infantry division and a Cavalry division (oral or written)	5
27	Practical efficiency, based on the ability or probable ability of the candidate to handle men and perform well the other normal duties of an officer, as judged by his experience in civil life	(1)
28	Small-Arms Firing Manual. Pistol or revolver practice, preliminary drills, position and aiming drills, dismounted. Revolver and pistol range practice. The dismounted course (oral or written)	2
29	Topography (practical): Map reading	2
30	Topography (practical): Route sketch of not less than 2 miles or position sketch of not less than one quarter mile square	3

(b) Table showing subjects in which candidate shall be examined.

Grade.	Subject (numbers refer to above list).
Second lieutenant original appointment	1, 5, 11; 13, 19, 20, 21, 27, 28, 29.
First lieutenant, for promotion to	6, 9, 14, 16, 18, 19, 23.
First lieutenant, original appointment	1, 5, 6, 9, 11, 13, 14, 15, 16, 18, 19, 20, 21, 23, 27, 29
Captain, for promotion to	2, 7, 12, 17, 22, 30.
Captain, original appointment	1, 2, 5, 6, 7, 9, 12, 14, 16, 17, 18, 19, 20, 21, 22, 23, 27, 30.
Major, for promotion to	3, 8, 10, 24.
Major, original appointment	2, 3, 5, 6, 7, 8, 9, 10, 12, 16, 17, 22, 23, 24. 27.
Lieutenant colonel, for promotion to	4, 25.
Lieutenant colonel, original appointment	3, 4, 5, 6, 7, 8, 9, 10, 12, 17, 22, 23, 25, 27.
Colonel, for promotion to	4, 26.
Colonel, original appointment	3, 4, 5, 6, 7, 8, 9, 10, 12, 17, 22, 23, 25, 26, 27.

[1] One-third of the total of all other subjects.

D. COAST ARTILLERY.

(NOTE.—Where a particular book or pamphlet is specified under any subject, only so much of the book or pamphlet as pertains to the subject need be considered.)

Subject.	General scope of examination.	Relative weight.
1	Administration (oral or written): The routine reports, returns, and rolls of a company. The officer will be furnished the necessary blank forms and be permitted to consult the following: Army Regulations, Manuals for Staff Departments, War Department General Orders	3
2	Administration (oral or written): Preparation of the ordinary returns, rolls, requisitions, and other papers with which an officer must be familiar in order to perform the duties of a company commander, and of a staff officer of a fort, coast defense, battalion, or regiment. The officer will be furnished the necessary blank forms and will be permitted to consult the following: Army Regulations, Manuals for Staff Departments, War Department General Orders	4
3	Administration (oral or written): National Guard Regulations; Army Regulations, Articles I to XIII, inclusive, XXVI, XXVII, XXIX to XXXVI, inclusive, XLVII, LIII, LV, and LX	4
4	Drill Regulations, Coast Artillery (practical): Duties of a lieutenant of a battery in drill or in practical exercise. Candidate may select the type of battery upon which he will be examined	6
5	Drill Regulations, Coast Artillery (practical): Command of battery of type which candidate may elect, alone or in battalion or fire command, in drill or in practical exercise	6
6	Drill Regulations, Coast Artillery (practical): Command of battalion or of fire command, of type which candidate may elect, in drill or in practical exercise	6
7	Drill Regulations, Coast Artillery (practical): Command of regiment, fort, or coast defense, of type selected by candidate, in drill or in practical exercise	6
8	Drill Regulations, Infantry (practical): Command of a squad and a platoon, alone or in the company, in close order drill	2
9	Drill Regulations, Infantry (practical): Command of a company, alone or in battalion, in close order drill	2
10	Electrical Engineering (oral, written, or practical): Knowledge of electrical units and measurements; ability to supervise the care and operation of dynamos, motors, storage batteries, and searchlights. Based on Elements of Electrical Engineering, D. C. (Franklin and Esty), and on pamphlets issued with the various electrical appliances	4
11	Field Service Regulations (oral or written): Parts I and II	4
12	Field Service Regulations (oral or written): Entire text, omitting appendixes	4
13	Guard Duty, Manual of Interior (oral or written): Entire text, omitting paragraphs 308 to 336, inclusive, and appendixes	2
14	Gunnery (oral or written): Heavy Artillery Gunnery for Field Service. Thorough knowledge of entire text	5
15	Gunnery (oral or written): Heavy Artillery Gunnery for Field Service. General knowledge of Parts I and II, thorough knowledge of Part III	5
16	Matériel (oral or written): Detailed knowledge of all matériel of the battery to which last assigned. Based on Drill Regulations for Coast Artillery, pamphlets issued by the Ordnance Department, and Signal Corps Manual No. 8	6
17	Matériel (oral or written): General knowledge of all the artillery matériel of a battalion or fire command, of type selected by the candidate. Based on Drill Regulations for Coast Artillery, pamphlets issued by the Ordnance Department, and Signal Corps Manual No. 8	6
18	Matériel (oral or written): Care and preservation of artillery matériel. Based on Drill Regulations for Coast Artillery, pamphlets issued by the Ordnance Department, and Signal Corps Manual No. 8	6
19	Mechanical engineering (oral or written): Ability to supervise the care and operation of internal combustion engines. Based on Motor Transportation for Heavy Artillery and on pamphlets issued with the various machines	5
20	Military discipline and courtesy (oral or written): Manual for noncommissioned officers and privates of Coast Artillery	2
21	Military explosives (oral or written): Storage and handling of explosives and ammunition. Based on Drill Regulations for Coast Artillery	4
22	Military field engineering (oral or written): Construction of emplacements and dugouts. Camouflage of positions. Based on Engineer Field Notes	4
23	Military hygiene (oral or written): Personal hygiene. First aid. Care of men in camp and on the march. Camp sanitation. Based on Elements of Military Hygiene (Ashburn)	3
24	Military law (oral or written): Manual for Courts-Martial, Chapters I to VII, inclusive, XIII and XIV, and Appendixes 1, 2, 3, and 4	3
25	Motor transport (oral or written): Motor Transportation for Heavy Artillery, Chapters 1, and 30 to 33, inclusive	5
26	Orientation (oral, written, or practical): Knowledge of duties of orientation officer. Establishment of base lines. Based on Orientation for Heavy Artillery, entire text	5
27	Practical efficiency. Based on the ability or probable ability of the candidate to handle men and to perform well the normal duties of an officer, as determined by the personal observations of the examining board during the entire examination and from such records and reports concerning the candidate as may be available	(1)
28	Tactics (map or terrain exercise): Problems involving command of a battalion of tractor or railway artillery or of a fire command. Candidate will be examined on the type of artillery which he may elect	6
29	Tactics (map or terrain exercise): Problems involving command of a regiment of tractor or railway artillery or of a fort or coast defense command. Candidate will be examined on the type of artillery which he may elect	6
30	Target practice (oral or practical): Problems involving command of battery, of type selected by the candidate	6
31	Topography (practical): Map reading. Based on Orientation for Heavy Artillery, Part I	2
32	Topography (practical): Position and panoramic sketching. Based on Military Sketching and Map Reading (Grieves)	2

[1] One-third of the total of all other subjects.

(b) Table showing subjects in which candidates shall be examined.

Grade.	Subject (numbers refer to above list).
Second lieutenant, original appointment	4, 8, 13, 20, 23, 27, 31.
First lieutenant, for promotion to	1, 4, 8, 11, 14, 16, 21, 22, 24, 25, 26, 27, 32.
First lieutenant, original appointment	1, 4, 8, 11, 13, 14, 16, 20, 21, 22, 23, 24, 25, 26, 27, 31, 32.
Captain, for promotion to	2, 5, 9, 10, 14, 16, 18, 19, 27, 30.
Captain, original appointment	2, 5, 9, 10, 11, 13, 14, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32.
Major, for promotion to	3, 6, 12, 17, 27, 28.
Major, original appointment	3, 6, 10, 12, 14, 17, 18, 19, 20, 21, 23, 24, 25, 27, 28, 31.
Lieutenant colonel, for promotion to	3, 7, 12, 17, 27, 29.
Lieutenant colonel, original appointment	3, 7, 12, 15, 17, 20, 23, 24, 27, 29, 31.
Colonel, promotion to	7, 12, 17, 27, 29.
Colonel, original appointment	3, 7, 12, 15, 17, 20, 23, 24, 27, 29, 31.

E. ENGINEERS.

Subject.	General scope of examination.	Relative weight.
1	Administration (oral or written) to include official correspondence, and routine rolls, reports and returns, and methods pertaining to the administration, supply, and messing of a company	4
2	Administration (oral or written) general knowledge of National Guard Regulations; and Army Regulations, Article I–XXIII, inclusive, LIII, LV, and LX	4
3	Animal transportation (oral or written) based on Part VI, Engineer Field Manual	3
4	Bayonet combat (oral or written) based on Bayonet Training Manual, 1918, War Department Document No. 754	3
5	Demolitions (oral or written) care and use of explosives, paragraphs 206–231, Part V, Engineer Field Manual, 1918	3
6	Demolitions (oral or written) military demolitions, paragraphs 237–266, Part V, Engineer Field Manual, 1918	3
7	Duties of Engineers (practical, terrain exercise) to include problems involving use of a platoon on engineering work (see appendixes Nos. 2 and 3 to Training Circular No. 1, O. C. E., Oct. 29, 1918)	12
8	Duties of Engineers (practical, terrain exercise) to include problems involving use of a company on engineering work (see appendixes Nos. 2 and 3 to Training Circular No. 1, O. C. E., Oct. 29, 1918)	12
9	Duties of Engineers (practical, terrain exercise) to include problems involving use of a battalion on engineering work (see appendixes Nos. 2 and 3 to Training Circular No. 1, O. C. E., Oct. 29, 1918)	12
10	Duties of Engineers (practical, terrain exercise) to include problems involving use of a regiment as divisional engineers on engineering work (see appendixes Nos. 2 and 3 to Training Circular No. 1, O. C. E., Oct. 29, 1918	12
11	Engineering, civil (oral or written) general theory and practice	10
12	Engineering, electrical (oral or written) general theory and practice	5
13	Engineering, mechanical (oral or written) general theory and practice	5
14	Field fortifications (oral or written) elementary school, as given in Part III, War Department Document No. 872	3
15	Field fortifications (oral or written) advanced, including the organization of the ground for defense as given in Part I, War Department Document No. 872	3
16	Field Service Regulations (oral or written) to include "information," "security," "orders," and "marches and convoys" (Art. I–IV, inclusive, Pt. II, F. S. R., 1914)	3
17	Field Service Regulations (oral or written) to include "combat," "shelter," "administration" (Art. V–VI, Pt. II, and all of Pt. III, F. S. R., 1914) and latest Organization Tables.	3
18	Guard duty, Manual of Interior (oral or written) duties of officers and enlisted men	2
19	Guard duty, Manual of Interior (oral or written), duties of officers, including commanding officers	2
20	Infantry Drill Regulations (practical), command of a squad and a platoon, alone and in company, at drill or in the field	6
21	Infantry Drill Regulations (practical), command of a company alone and in battalion, at drill or in the field	6
22	Infantry Drill Regulations (practical), command of a batallion alone and in regiment, at drill or in the field	6
23	Military bridges (oral or written) rigging, spar, trestle, and pile bridges, paragraphs 1–80, inclusive, Pt. II, Engineer Field Manual, 1918	3
24	Military bridges (oral or written) floating, cantilever, truss, and suspension bridges, paragraphs 81–162, inclusive, Pt. II, Engineer Field Manual, 1918	3
25	Military discipline and courtesy (oral or written) to include Chapters I and XIV, Manual for Noncommissioned Officers and Privates of Infantry	2
26	Military hygiene (oral or written) to include Chapters IV and XIII, Manual for Noncommissioned Officers and Privates of Infantry	2
27	Military law (oral or written) to include Manual for Courts-martial, United States Army, Chapters I–VII inclusive, XIII and XIV, and appendixes 1, 2, 3, and 4	5
28	Military protection (oral or written) based on War Department Document No. 882	3
29	Minor tactics (practical, map or terrain exercise) to include problems involving patrols and command of a platoon as infantry	6
30	Minor tactics (practical, map or terrain exercise) to include problems involving command of a company as infantry	6

E. ENGINEERS—Continued.

Subject.	General scope of examination.	Relative weight.
31	Minor tactics (practical, map or terrain exercise) to include problems involving command of a battalion as infantry	6
32	Minor tactics (practical, map or terrain exercise) to include problems involving command of a regiment as infantry	6
33	Practical efficiency based on the ability or probable ability of the candidate to handle men and perform well the other normal duties of an officer as judged by his experience in civil life	(1)
34	Roads (oral or written) based on Part III, Engineer Field Manual, 1918	4
35	Target practice (oral or written) including care and nomenclature of the rifle and pistol, and "individual instruction" (Pt. II, Small Arms Firing Manual)	3
36	Target practice (oral or written) including "combat practice" and "courses for organized militia" (Pts. III and V, Small Arms Firing Manual)	3
37	Topography (practical) map reading	2
38	Topography (practical) route sketch of not less than 2 miles, and position sketch of not less than one-quarter mile square	4
39	Topography (oral or written) theory and practice of map making as given in Part I, Engineer Field Manual	6

(b) Table showing subjects for examination for each grade.

Grade.	Subject (numbers refer to above list).
Second lieutenant, original appointment	18, 20, 25, 26, 33, 37.
First lieutenant, for promotion to	1, 4, 5, 7, 14, 20, 23, 28, 29, 35, 38.
First lieutenant, original appointment	1, 4, 5, 7, 14, 18, 20, 23, 25, 26, 28, 29, 33, 35, 38.
Captain, for promotion to	3, 6, 8, 15, 16, 19, 21, 24, 30, 34, 36, 39.
Captain, original appointment	1, 3, 4, 5, 6, 8, 14, 15, 16, 19, 21, 23, 24, 25, 26, 28, 30, 33, 34, 35, 36, 39.
Major, for promotion to	2, 9, 11, 12, 13, 17, 22, 27, 31.
Major, original appointment	1, 2, 3, 9, 11, 12, 13, 15, 16, 17, 19, 22, 27, 28, 31, 33.
Lieutenant colonel or colonel, for promotion to	10, 22, 32.
Lieutenant colonel or colonel, original appointment	2, 3, 10, 11, 12, 13, 15, 16, 17, 19, 22, 27, 28, 32, 33.

F. SIGNAL CORPS.

The appointee should be a telephone, telegraph, or radio engineer in the active practice of his profession or some business immediately connected with or concerned in such engineering matters, or otherwise suitably qualified.

Subject.	General scope of examination.	Relative weight.
1	Ability as an operator (practical). Sending and receiving either American or International Morse Code, with buzzer or sounder, at rate of 15 words per minute	4
2	Administration (oral and written). All records and duties relating to the administration, supply and messing of a Signal Corps company. Correspondence, routine reports, returns, and rolls of a company. Special Regulations No. 57	3
3	Administration (oral and written). General knowledge of National Guard Regulations and Army Regulations. Art. I-XXIII, inclusive, LIII, LV, and LX	4
4	Drill Regulations for Signal Troops (practical). Command of a platoon at drill and in a field problem	3
5	Drill Regulations for Signal Troops (practical). Command of a company at drill and in a field problem	3
6	Drill Regulations for Signal Troops (practical). Command of a battalion in a field problem	3
7	Drill Regulations for Signal Troops (practical). Dismounted instruction; duties of one type of Signal Corps company	3
8	Drill Regulations for Signal Troops (oral or written). Entire text excepting those portions covered under subjects 1, 20, 23, 24, 25, 26	3
9	Elementary electricity (oral or written). Fundamental principles of direct and alternating currents; units and measurements; primary and secondary batteries; generators and motors, based on "Lessons in Practical Electricity," Swope, or other text of similar scope	3 5
10	Field Service Regulations (oral or written): Entire text	3
11	Field Service Regulations (oral or written): Information, security, orders, marches, combat, shelter	2
12	Liaison for all Arms (oral or written): Entire text, War Department Document 830	3

[1] One-third of the total of all other subjects.

F. SIGNAL CORPS—Continued.

Subject.	General scope of examination.	Relative weight.
13	Liaison (oral or written): Based on "Liaison for All Arms" (**War Department Document 830**)	4
14	Manual of Interior Guard Duty. **Entire text**	2
15	Military Law (oral or written): **Manual for Courts-Martial, 1917, Chapters I to VII, inclusive, XIII, XIV, and Appendixes 1, 2, 3 and 4; also Art. XII, National Guard Regulations, 1919**	3
16	Military Hygiene (oral or written): **Chaps. IV and VII, Manual for Noncommissioned Officers and Privates of Infantry, 1917**	2
17	**Small Arms Firing Manual (oral or written): Chap. XI and Manual of the Automatic Pistol, Cal. .45, War Department Document 801**	2
18	Practical efficiency: Based on the probable or demonstrated ability of the candidate to handle men and to perform well the other normal duties of a Signal Corps officer	(1)
*19	Radio communications (oral or written and practical): Operation of the radio telegraph **sets assigned to Field Signal troops**	4
*20	Radio communications (oral or written and practical): Theory of radio telegraphy, description and operation of all types of Signal Corps radio equipment	6
21	Topography (practical): Map reading	2
22	Topography (practical): Road or position sketch (**route sketch not less than two miles or position sketch not less than one-quarter mile square**)	3
23	Visual communications (practical): Ability to send and receive with lamp and flag at rate of 15 mixed characters per minute	2
24	Visual communications (oral or written and practical): All forms of visual signaling; description and operation of equipment	3
†25	Wire communications (oral or written and practical): Field telephones, buzzers and buzzer phones. Construction of field lines	4
†26	Wire communications (oral or written and practical): Local and common battery telephony, telegraphy; description and operation of all types Signal Corps wire equipment **furnished to field troops, Signal Corps.** Construction and maintenance of wire lines in open and trench warfare	6

* For company officers of radio company. † For company officers of wire and outpost companies.
[1] One-third the total of all other subjects.

(b) Table showing subjects in which applicants shall be examined.

Grade.	Subject (numbers refer to above list).
Second lieutenant, original appointment	7, 9, 14, 18, 21, 23.
First lieutenant, for promotion to	1, 2, 4, 8, 11, 12, 15, 16, 17, 18, (x)19, 22, 24, (z)25.
First lieutenant, original appointment	1, 2, 4, 8, 9, 11, 12, 14, 15, 16, 17, 18, (x)19, 21, 22, 23, 24, (z)25.
Captain, for promotion to	1, 3, 5, 8, 10, 13, 15, 16, 18, (x)20, 24, (z)26.
Captain, original appointment	1, 3, 5, 8, 9, 10, 13, 15, 16, 17, 18, (x)20, 21, 22, 24, (z)26.
Major, for promotion to	6, 8, 13, 18, 20, 26.
Major, for original appointment	6, 8, 10, 13, 14, 15, 16, 17, 18, 20, 21, 24, 26.

(x) For officers of radio company. (z) For officers of wire and outpost companies.

(Changes No. 1, December 18, 1919.)

G. MEDICAL DEPARTMENT.

Subject.	General scope of examination.	Relative weight.
1	Anatomy	5
2	Chemistry	2
3	Hygiene	5
4	Materia medica and therapeutics	6
5	Obstetrics and gynecology	4
6	Physiology and histology	3
7	Practice of medicine	6
8	Surgery	6
9	Army Regulations and National Guard Regulations as far as they relate to the Medical Department or to the medical officer as an officer of the Army and the National Guard, 1917	4
10	Field Service Regulations	3
11	Manual for the Medical Department, 1917	5
12	Drill Regulations and Service Manual for Sanitary Troops, 1917	4
13	Manual for Courts-Martial, 1917: Chapters I to VII, inclusive, XIII, XIV, and Appendixes 1, 2, 3, and 4	3
14	Medical Department Administration (oral)	5
15	Military correspondence	3
16	Recruiting and finger printing	4
17	Practice of medicine, including tropical diseases and recent progress in etiology, pathology, and therapeutics (oral)	6
18	Surgery, including recent progress in etiology, pathology, and therapeutics (oral)	6
19	Hygiene, general and military (oral)	5
20	Organization and administration of the Medical Department in war, including map reading (oral)	5
21	Recent progress in medicine and surgery and in hygiene (oral)	6
22	Medico-military map problem. This problem will be so drawn as to test the candidate's ability to apply practically his knowledge of the duties of a division surgeon, including sanitation, sanitary tactics, and the proper handling of the medical personnel of a division in campaign	4

[1] One-third of the total of all other subjects.

[*Continued on page 90*]

G. MEDICAL DEPARTMENT—Continued.

Subject.	General scope of examination.	Relative weight.
23	A medico-military map problem. This problem will be so drawn as to test the ability of the candidate to apply his knowledge in the practical solution of any of the large problems concerning organization, supply, sanitation, and the medico-military matters which may confront the chief surgeon of higher tactical units either at home or abroad.	4
24	Bacteriology	4
25	Physics and metallurgy	6
26	Oral examination (dental)	6
27	Clinical examination (dental)	6
28	Army Regulations and National Guard Regulations so far as they relate to the Dental Corps of the U. S. Army and the National Guard as officers of the U. S. Army and National Guard	4
29	Manual for the Medical Department so far as it relates to the Dental Corps	5
30	Orthodontia	6
31	Operative dentistry, including recent progress in etiology, pathology, therapeutics, and operative procedure	6
32	Hygiene, including feeding and watering, stabling, heat, light and ventilation	5
33	Inspection of animal foods, as meat and milk, and quarantine rules and regulations	6
34	Obstetrics and zootechnics	5
35	Pathology, bacteriology, and parasitology	4
36	Practice of medicine	6
37	Surgery (general, operative, dental, and of the feet, including shoeing)	6
38	The practical examination for veterinary surgeons will comprise the physical examination of the animal, with diagnosis and treatment; the conformation of the animal and the examination of the animal for soundness; and a demonstration of the principles of shoeing	6

(b) Table showing subjects in which applicants shall be examined.

Grade.	Subject (numbers refer to above list).
MEDICAL CORPS.	
First lieutenant, original appointment	1 to 8, inclusive.
Captain, for promotion to	9 to 18, inclusive.
Major, original appointment	1 to 20, inclusive.
Major, for promotion to	20 and 21.
Lieutenant colonel, original appointment	1 to 22, inclusive.
Lieutenant colonel, for promotion to	22.
Colonel, original appointment	1 to 23, inclusive.
Colonel, for promotion to	23.
DENTAL CORPS.	
First lieutenant, original appointment	1, 2, 4, 6, 24, 25, 26, 27.
Captain, for promotion to	13, 28, 29, 30, 31.
Appointment or promotion to higher grades	Same as prescribed for same grade in Dental Corps, U. S. Army.
VETERINARY CORPS.	
Second lieutenant, original appointment	1, 2, 4, 6, 32, 33, 34, 35, 36, 37, 38.
Appointment or promotion to higher grades	Same as prescribed for same grade in Veterinary Corps, U. S. Army.

H. THE QUARTERMASTER CORPS.

For all officers.

Subject.	General scope of examination.	Relative weight.
1	Administration: Army Regulations, Articles XLIX, L, LI, LII, LIV, LV, LVI, LXXIII	3
2	General duties: Manual of the Quartermaster Corps; exemplification of use of blank forms in preparation of contracts, bonds, returns, accounts current, bills of lading, transportation requests, public vouchers, pay rolls, etc	5
3	Transportation: United States Army Transport Regulations; Field Service Regulations, Articles IV and VI; Practical efficiency in transporting troops and impedimenta by land (rail, wagon, and pack) and water; care of animals on cars and transports	2
4	Military law: Manual for Courts-Martial; the law of War; civil functions and relations of the military; instructions for the government of armies of the United States in the field (Rules of Land Warfare, with appendixes)	3
5	Hippology: The cavalry horse; draft horses; mules; inspection and purchase; nomenclature; conformation; examination for soundness; age of horses; endurance of horses; care of animals, feeding, watering, the horse's foot; shoeing; stable management. Stables: construction, lighting, ventilation. Forage: Kinds and relative values; inspection of; causes of deterioration; proper care of	2

I. THE ORDNANCE DEPARTMENT.

For all officers.

Subject.	General scope of examination.	Relative weight.
1	Administration: Army Regulations, Articles I–V, IX–XIII, and XXIX–XXXII, all inclusive, and Articles XXXIX, XL, L–LVI, LX, LXI, LXXVI; Ordnance Regulations	4
2	General duties of ordnance officers in the field in accordance with functions assigned by Tables of Organization	6
3	Property: Equipment manuals of all arms	2
4	Transportation: Field Service Regulations, Article IV, Ammunition Service. Regulations for the Transportation of Explosives, Interstate Commerce Commission	4
5	Military law: Manual of Courts-Martial, Chapters I–VII, inclusive, XIII, XIV, and Appendixes 1, 2, 3, and 4	3
6	Matériel: Practical; description and care of different types of ordnance matériel	4
7	Experience of officers in civil life analogous to practical duties of ordnance officers in the field	6

K. INSPECTOR-GENERAL'S DEPARTMENT.

To be eligible for appointment in Inspector General's Department an officer must have had at least five years' service in the line.

For all officers.

Subject.	General scope of examination.	Relative weight.
1	Administration: Army Regulations, Articles LII, LIII, and LXVII; National Guard Regulations, complete	5
2	Drill Regulations of Infantry, Cavalry, Field Artillery, and Coast Artillery, for company, troop, battery, battalion and regiment	3
3	Field Service Regulations, complete; Tables of Organization to include the brigade	3
4	Hippology: The cavalry horse, draft horses, mules, inspection and purchase; nomenclature; conformation; examination for soundness; age of horses; endurance of horses, bits, bitting, and training; saddles, seats; transportation of horses; the horse's foot; care of horses; feeding, watering. Stables: Construction, lighting, ventilating. Forage: Kinds, relative value; inspection of; causes of deterioration; proper kind of	3
5	Inspection, service of armies in the field: Special Regulations No. 69, W. D., 1917	5
6	Manual of Guard Duty, Complete	3
7	Military law: Manual for Courts-Martial, Chapters I to VII, inclusive, XIII and XIV, and Appendixes 1, 2, 3, and 4	3
8	Money accounts, examination of	5

L. THE JUDGE ADVOCATE GENERAL'S DEPARTMENT.

For all officers.

The candidate shall produce a diploma from a regularly established law school of good reputation, and shall submit evidence showing that he has been a practicing attorney in good standing for a period of at least two years. The evidence should include letters from judges before whom he has practiced, a list of the more important cases in which he has appeared, a list of any legal writings or treatises of which he is the author, and such other testimonials or evidence of his legal qualifications as he may care to submit.

Subject.	General scope of examination.	Relative weight.
1	Administration: Army Regulations, complete, but especially Articles XLIV, XLVII, LXVIII, LXIX, LXX, LXXI, LXXII, and the Articles of War; Regulations for the National Guard, complete	5
2	Constitutional Law	4
3	International Law (Davis)	3
4	Military Government and Martial Law (Birkhimer)	4
5	Military Law: Manual for Courts-Martial complete	6
6	Revised Statutes and acts of Congress relating to the organization of the Military Establishment of the United States, including the Regular, volunteer and drafted forces, and the National Guard	6

M. CHAPLAINS.

To be first lieutenant.

General: In addition to the general requirements for appointment as officers, the candidate must submit evidence showing: first, that he is a regularly ordained minister of some religious denomination; second, that he is in good standing in such denomination; third, that he is recommended for appointment by some authorized ecclesiastical body, or by not fewer than five accredited ministers of the same; and fourth, that he has had pastoral work as a clergyman.

Essay: An essay of not fewer than 2,000 words upon any subject selected by the candidate.

To be captain.

The subjects required for an examination to be first lieutenant, except in cases where the candidate holds a commission as first lieutenant, and in addition thereto, the following subjects:

Service: Evidence that the candidate has completed seven years' service.
Administration: So much of Army Regulations and general orders of the War Department as relate to the duties of chaplains..... 3
Military Law: Manual of Courts-Martial, Chapters I to VII, inclusive, XIII and XIV, and Appendixes 1, 2, 3, and 4..... 3
Essay: An essay of not fewer than 3,000 words upon the work of a chaplain in the military service, and the methods by which it may be accomplished.... 6

N. ADJUTANT GENERAL'S DEPARTMENT.

(Including assistants to the Chief of Staff of Infantry Divisions.)

For all officers.

Subject.	General scope of examination.	Relative weight.
1	Administration: Army Regulations, Articles I to XXVI, inclusive; XXVIII to XLIV, inclusive; LXVII, LIII, LV, LVIII to LXV, inclusive; LXIX to LXXI, inclusive; Bulletin 16, War Department, 1916; correspondence, General Order No. 23, War Department, 1912; National Guard Regulations, complete.....	6
2	Drill Regulations: For brigade adjutants: Drill regulations of own arm of service. For division adjutants: Drill regulations of Infantry, Cavalry, and Field Artillery.....	3
3	Field Service Regulations, complete.....	4
4	Map Problems: One map problem; a brigade or reenforced brigade in security, attack, and defense, based on Field Service Regulations.....	3
5	Military Law: Manual for Courts-Martials, Chapters I to VII, inclusive, XIII, XIV, Appendixes 1, 2, 3, and 4.....	4

Form of Record of an Examining Board.

Record of an Examining Board.

No. ..... Candidate.....
Organization.....
State.....
For appointment as.....
(Rank.) (Arm.)
Proceedings of an examining board appointed to meet at.....pursuant to.....War Department, dated.....and.....
Place.....
Date.....

The board met pursuant to the foregoing instructions at ..... o'clock .. m.
Present:

.....

.....

.....

Absent:

.....

The order directing ..... to report for examination and the order.. detailing the members of the board were read, and the officer to be examined was asked if he objected to any member of the board, to which he replied [1].....

.....

The members of the board and the recorder were duly sworn.

The board then proceeded to examine .....

....., ..., ... and continued the examination
(Name.) (Organization.) (State.)

until it was completed, ...
(Date.)

The following papers are submitted:

Certificate of the medical officer.

Records from the Chief of the Militia Bureau.

Individual record of the candidate.

Candidate's certificate as to physical condition.

..... testimonial.. as to moral character.

..... recommendation.. from his superior officer...

Questions and answers in the written examination in the following subjects:

.....

.....

The elementary examination was waived for the reason that.....

.....

.....

The candidate was excused from examination in the subjects required for a commission in the following lower grades for the reason that he presented commissions dated....., ...,
showing that he had previously passed the examination in those subjects:

.....

The candidate was excused from examination in the following subjects for the reason that he presented a diploma from the United States Military or Naval Academy or such military school of the United States Army:

.....

or.....

certificate.....

from the War Department dated.....,

....., ..., and .....,showing that

he had completed satisfactorily ..... course .. embracing the .. subject ...

.....

[1] Should an officer express no objection, the words "in the negative" will be entered here and the record continued on the following page. Should he object to any member, the objection and the proceedings of the board with reference thereto will follow. The introduction of counsel, if any, the testimony taken, and the final action will be recorded, additional sheets being inserted in the record when necessary. Should an objection be sustained, the adjournment of the board, the report to the convening authority, his action in the premises, and the reassembling of the board with all members present will be similarly recorded. Any further challenges will be entered in the same manner, the record being continued on inserted sheets until the composition of the board by which the officer is finally examined, and the convening of this board with all members present, are shown.

Questions were given out so that everything in the hands of the candidate could be answered before a recess or adjournment.

The candidate $\begin{matrix}\text{did}\\\text{did not}\end{matrix}$ leave the room before completing the answers to the questions in his possession.

The candidate and the president of the board have signed the required certificates on the examination papers in each subject.

The candidate had $\begin{matrix}\text{one}\\\text{two}\end{matrix}$ practical examination.. in.....and the marks in the examination.. are recorded. The outline of the exercises given is as follows (enter in the case of failure only):

.....

.....

Upon the completion of the examination the board reassembled and finds as follows:

.....

.....

The candidate is disqualified by reason of .....

.....

The cause of his physical disability is as follows:

.....

His moral character is ..... satisfactory.

His physical condition is ..... satisfactory.

His record of service and general suitability are ..... satisfactory.

His horsemanship is ..... satisfactory.

The board marked every question in each subject of the examination, and the following marks are awarded.

No.	Subjects.	Marks for each question.										Percentages.	Relative weights.	Products.
		Elementary examination.												
1	.....	....	....	....	....	....	....	....	....	....	....	....	....	....
2	.....	....	....	....	....	....	....	....	....	....	....	....	....	....
3	.....	....	....	....	....	....	....	....	....	....	....	....	....	....
4	.....	....	....	....	....	....	....	....	....	....	....	....	....	....
		Professional examination.												
5	.....	....	....	....	....	....	....	....	....	....	....	....	....	....
6	.....	....	....	....	....	....	....	....	....	....	....	....	....	....
7	.....	....	....	....	....	....	....	....	....	....	....	....	....	....
8	.....	....	....	....	....	....	....	....	....	....	....	....	....	....
9	.....	....	....	....	....	....	....	....	....	....	....	....	....	....
10	.....	....	....	....	....	....	....	....	....	....	....	....	....	....
11	.....	....	....	....	....	....	....	....	....	....	....	....	....	....
12	.....	....	....	....	....	....	....	....	....	....	....	....	....	....

General average, ...

The board is of the opinion that ..... has the physical, moral, and professional qualifications to perform efficiently all the duties of.....

.....

(Grade and arm, corps or department.)

and recommends that he be recognized as such in the National Guard of.....

..... under the provisions of the national defense act.

(State, Territory, or District of Columbia.)

.....

.....

(President.)

.....

.....

(Member.)

.....

.....

(Recorder.)

NOTE.—This form will be used in reporting the proceedings of examining boards for officers of the National Guard. Portions not applicable will be lined out. The conclusions and recommendations of the board will be regarded as confidential. The proceedings will be completed, verified, and forwarded without delay to the chief of the Militia Bureau, War Department. Only one copy is required.

ARTICLE VII.

SEPARATION OF OFFICERS FROM THE SERVICE AND TRANSFER OF OFFICERS.

303. The commissions of officers of the National Guard are vacated by death, upon receipt by them of notification of acceptance by proper authority of resignation, by dismissal pursuant to sentence of a court-martial, by dropping from the rolls for an absence without leave for three months, and for failure to qualify under sections 74 and 75, act of June 3, 1916, and by discharge (*a*) for physical disability on recommendation of a board of medical officers, or (*b*) upon recommendation of an efficiency board, or (*c*) when they reach the age of 64 years.

304. At any time the moral character, capacity, and general fitness for the service of any officer may be determined by an efficiency board of three commissioned officers senior in rank to the officer whose fitness for service shall be under investigation. In case of an officer of the National Guard in the service of the United States, the board will be appointed by the Secretary of War or the commanding officer of a territorial department, a separate brigade, a tactical division, or a higher tactical unit. If the officer under investigation s not in the service of the United States, the board will be appointed by the governor of the State or Territory, or by the Secretary of War for the District of Columbia Militia. In cases where there are not sufficient officers of the National Guard senior in rank to the officers under investigation, the governor of the State or Territory concerned can apply to the Secretary of War for the detail of officers from the Regular Army or National Guard to act as members of efficiency boards. Allowances for actual and necessary expenses of such officers will be as outlined in paragraph 726 of these regulations, the expenses of officers of the Regular Army being chargeable against funds appropriated for travel of Federal officers and noncommissioned officers on duty with the National Guard, and those of officers of the National Guard being chargeable against funds apportioned to the State, Territory, or District of Columbia, under the subappropriation "General expenses, equipment and instruction, National Guard," apportionment for "Equipment and incidental expenses," provided sufficient funds remain to the credit of the State, Territory, or District of Columbia for the purpose, otherwise from funds other than Federal. Expense accounts of officers of the Regular Army for such

travel will be settled in accordance with the provisions of paragraph 659 (*a*). If the findings of such board be unfavorable to such officer, and be approved by the official authorized to appoint such officer, he shall be discharged. Boards so convened will be governed, as far as practicable, by the rules of procedure and evidence applicable to special courts-martial. The board has no authority to function, except to adjourn, unless all members are present. Separate proceedings will be made in each case and will include:

(*a*) The order convening the board.

(*b*) The organization of the board, including the place and date and the names of the members present and absent.

(*c*) The full name, rank, and organization of the officer whose case is before the board for investigation as to his fitness for service, and a statement to the effect that such officer appeared before the board, was permitted to challenge for cause, was permitted to be present during the hearing of all evidence, and was afforded opportunity to be represented by counsel, to question adverse witnesses, to submit evidence, and to make a statement, either in his proper person or by counsel.

(*d*) The full name, rank, and organization of each witness, a statement that each witness was duly sworn, and a transcript or summary of the testimony given by each witness.

(*e*) True copies of all written evidence considered by the board.

(*f*) A transcript or summary of any evidence given or statement made by the officer undergoing the investigation, and a copy or synopsis of any argument made by counsel.

(*g*) The findings and recommendation of the board.

(*h*) A minority report by any member who dissents from the findings of the board.

305. The proceedings, in duplicate, should be signed by all members, and if the findings be unfavorable to the officer investigated they shall be forwarded, with the recommendations of the convening authority, to the governor of the State or Territory concerned, or to the Secretary of War for the National Guard of the District of Columbia, and the duplicate copy to the Chief of the Militia Bureau. If the officer under investigation is in the service of the United States under call, proceedings, upon approval by the governor, will be forwarded to The Adjutant General of the Army for the action of the President. If the officer is not in the service of the United States his discharge may be ordered by the governor of the State or Territory concerned, or by the President for the District of Columbia.

306. An officer not in the service of the United States who desires to resign will submit his resignation to the adjutant general of his

State or Territory through military channels, and the action thereon by the governor of the State or Territory will be final. In the District of Columbia resignations will be submitted through military channels to the Chief of the Militia Bureau for the action of the President.

307. An officer of the National Guard in the service of the United States who desires to resign will submit his resignation, through prescribed channels, to the War department for the decision of the President.

308. The commissions of officers will be vacated when they reach the age of 64 years. This separation from service will be accomplished by an order issued by the governor of the State or Territory to which the officer belongs and by the commanding general, District of Columbia Militia, in the case of the District of Columbia.

309. Officers may be transferred to the National Guard Reserve upon their own application after completing three years' service in an active organization or when rendered surplus by the disbandment of their organizations. Transfers to the National Guard Reserve shall be made by the governor of the State or Territory or by the President for the District of Columbia Militia.

310. Officers who have been brought into the service of the United States under call and who desire to be transferred to the National Guard Reserve will submit their applications through official channels to The Adjutant General of the Army.

311. All appointments, promotions, resignations, discharges, and all transfers to the National Guard Reserve of officers will be reported immediately to the Chief of the Militia Bureau, with the name, rank, and organization of the officer and the date of change in his status, on Form 105, M. B. Copy of orders should be furnished.

312. Whenever an officer of the National Guard brought into the service of the United States other than by draft is separated from the service through death, discharge, or otherwise, or is transferred to another organization, or to the reserve, his commanding officer will at once notify the adjutant general of the State, Territory, or the District of Columbia, to which the command belongs and will furnish such adjutant general copies of all orders issued in each case.

ARTICLE VIII.

APPOINTMENT OF NONCOMMISSIONED OFFICERS.

A. ALL ARMS EXCEPT MEDICAL DEPARTMENT.

313. Noncommissioned staff officers and company noncommissioned officers of all arms except Medical Department are appointed, reduced, and furnished with warrants when the National Guard is not in Federal service, as provided for in Army Regulations, except where the constitution or laws of a State specifically prescribe otherwise. (See pars. 256, 271 to 274, inclusive, 276 to 278, inclusive, and 310, A. R., 1913.)

314. Where Army Regulations provide for the appointment of noncommissioned officers by the Secretary of War or a chief of bureau, the appointment to corresponding positions in the National Guard will be made by the Governor of a State or Territory or by the commanding general for the District of Columbia.

B. MEDICAL DEPARTMENT.

315. No person will be appointed a sergeant first class or sergeant in the Medical Department of the National Guard unless he shall have passed a satisfactory examination before a board of one or more medical officers as to his qualifications for the position, in conformity with such rules and regulations as may be prescribed from time to time by the Secretary of War.

316. Sergeants who have served as such for one year in the Medical Department of the National Guard or United States Army, are eligible to take the examination for the grade of sergeant first class.

317. Corporals, privates, first class, or privates are eligible to take the examination for the grade of sergeant at any time but should not be recommended for advancement to this grade until sufficient time has elapsed to demonstrate their fitness for the position.

318. The commanding officers of sanitary trains, separate field hospitals, separate ambulance companies, and of sanitary detachments, are authorized to appoint sergeants first class, sergeants, and corporals to fill vacancies in these grades accruing in their organizations under such examinations as may be prescribed by the Chief of the Militia Bureau.

319. Application should be made to the adjutant general of the State, Territory, or District of Columbia, for appointment of boards to conduct these examinations.

320. The questions for these examinations will be furnished by the senior inspector-instructor of sanitary troops assigned to the State, Territory, or District of Columbia. In the event there is no inspector-instructor, the board will prepare a list of questions from those furnished by the Militia Bureau.

321. The papers for each candidate undergoing examination will be marked by the board and a report rendered on the form prescribed by the Militia Bureau (Form 89, M. B). The proceedings of the board, together with the examination papers of each candidate, will be forwarded to the senior inspector-instructor of the sanitary troops, who will approve or disapprove the findings of the board; if there be no inspector-instructor of sanitary troops on duty in the State, Territory, or District, the proceedings will be forwarded to the State, Territorial, or District surgeon for approval or disapproval.

322. When the proceedings of the board have been approved by proper authority, the papers in the case will be returned to the State, Territorial, or District surgeon concerned, who will take steps to issue a warrant to the candidate on the form prescribed by the War Department.

323. Corporals and privates, first class, Medical Department, can be reduced to privates by commanding officers authorized to appoint them.

324. When sanitary units or detachments, on account of recent organization, discharge, or for other causes, are without required sergeants, first class, and sergeants, the commanding officer thereof may appoint, without examination, selected privates, first class, as lance corporals, to be acting sergeants, first class, or sergeants until the vacancies can be filled by duly qualified and warranted non-commissioned officers.

325. Immediate commanding officers of sanitary units and detachments may appoint and reduce corporals, cooks, horseshoers, saddlers, farriers, mechanics, or privates, first class, not to exceed the number authorized by Tables of Organization, War Department, under such examinations and tests as may be prescribed from time to time by the inspector-instructor of sanitary troops of the State, Territory, or District of Columbia.

Examinations for Sergeants, First Class, and Sergeants, Medical Department.

326. The questions for written examinations for appointment to the grades of sergeant, first class, and sergeant, Medical Department, will be prepared in the Militia Bureau. The examinations will be oral, practical, and written. They will embrace the same subjects

for both grades, but the examination for sergeants will be less difficult.

327. The examining board will investigate and report upon the candidate's qualifications under the following heads: (*a*) physical condition, (*b*) character and habits, especially as to the use of stimulants and narcotics, (*c*) discipline and control of men, (*d*) knowledge of regulations (Army and National Guard), (*e*) nursing, (*f*) dispensary work, (*g*) clerical work, (*h*) recruiting, including the making of finger prints, (*i*) principles of cooking and mess management, (*j*) drill for sanitary troops, (*k*) minor survey and first aid. The candidate will also be required to prepare a full set of papers pertaining to the Medical Department or sanitary detachment or unit in the field, and will be required to drill a detachment of enlisted men sufficiently to demonstrate his knowledge of drill regulations for sanitary troops.

328. The written examination will embrace the following subjects: (*a*) Arithmetic, (*b*) materia medica (drugs and field supplies), (*c*) pharmacy (field service only), (*d*) care of sick and ward management, (*e*) minor surgery and first aid, (*f*) elementary hygiene. Ten questions will be required in each subject. Proficiency in penmanship and orthography will be estimated from the papers submitted.

ARTICLE IX.

ENLISTMENT, TRANSFER, AND DISCHARGE OF ENLISTED MEN.

A. ENLISTMENT.

329. (*a*) The period of enlistment in the National Guard shall be the same as is, or may be, prescribed for the Regular Army.

(*b*) Those men who served as enlisted men in the United States Army, or in the Organized Militia of the several States or the District of Columbia, since April 6, 1917, and have been honorably discharged, may, within six months after July 11, 1919, or if discharged subsequently to July 11, 1919, within six months after such discharge, enlist in the National Guard for a period of one year and may reenlist for like periods.

(*c*) All other qualified men shall be enlisted for a period of one year, or for a period of three years. In each organization the proportion of one-year enlistments to three-year enlistments shall be in proportion of one to two, and in determining this proportion all enlistments made under (*b*) will be excluded. This proportion of one to two applies only to enlistments. The requirements of law are met if enlistments in each organization are maintained in the proper ratio, regardless of subsequent changes.

(*d*) On and after January 11, 1920, all enlistments for a period of one year will be counted against the proportion of one-third authorized for that period in any organization, provided that reenlistments from soldiers in the classes specified in subparagraph (*b*) above, including enlistments made within six months of discharge, will be excluded from this proportion.

(*e*) The term "Organized Militia of the several States," as used in the above paragraph, is held to mean military organizations in which soldiers are regularly enlisted, which are maintained and recognized as Organized Militia by the State, Territorial, or District authorities.

(*f*) The enlistment in the National Guard for periods of one and three years carries with it no obligation to serve in the National Guard Reserve.

(*g*) Enlisted men in the National Guard of the several States serving on July 11, 1919, under contracts providing for a six-year period of enlistment—three years in an active organization and the remaining three years in the National Guard Reserve—shall be

afforded at any time an opportunity to enlist for one or three year periods, and upon entering into a new contract of enlistment for a *period of three years* under this authority, shall be given credit for the period served under the old enlistment contract, and the previous enlistment shall in such cases and with the consent of the enlisted man be canceled. **Notation on enlistment paper will be similar to that given in paragraph 373.** (*Changes No. 1, December 18, 1919.*)

(*h*) The provisions of the act of Congress approved July 11, 1919, relative to the proportion of one and three year enlistments are mandatory. At inspections for Federal recognition the inspecting officer will check the enlistment papers, and Federal recognition will not be extended unless the enlistments are in proportion in the organization undergoing inspection.

330. An officer for each regiment and for each battalion, squadron, company, troop, battery, or detachment stationed separately shall be detailed by the commanding officer thereof to enlist for the regiment, battalion, squadron, company, troop, battery, or detachment.

331. Any male citizen of the United States and of the State, Territory, or the District of Columbia concerned, or person who has legally declared his intention to become a citizen, if above the age of 18 and under the age of 45 years, able-bodied, free from disease, of good character and temperate habits, may be accepted for enlistment in the National Guard of any State, Territory, or the District of Columbia, with the exceptions herein stated. The restriction as to maximum age and citizenship shall not apply to soldiers who have previously served honestly and faithfully in the United States Army, Regular Army, the Organized Militia, or the National Guard.

332. The following persons are exempt by law from militia duty and their enlistment is discouraged: Customhouse clerks; persons employed by the United States in the transmission of the mail; artificers and workmen employed in the armories, arsenals, and navy yards of the United States; pilots; mariners employed in the sea service of any citizen or merchant within the United States.

333. The enlistment of persons of any of the following classes is prohibited: Persons who because of religious belief shall claim exemption from military service; insane or intoxicated persons; persons who have been convicted of a felony or who have been imprisoned under sentence of a court in a reformatory, jail, or penitentiary; persons under 18 years of age and, for original enlistment, persons over 45 years of age; for first enlistment in time of peace, any person (except an Indian) who is not a citizen of the United States or Porto Rico, or who has not made legal declaration of his intention to become a citizen of the United States, or who can not speak, read, and write the English language; deserters from the military or naval service of the United States; persons in the military

or naval service of the United States; persons drawing a military pension from the United States or from any State; members of the Regular Army Reserve; members of the Officers' Reserve Corps; members of the Reserve Officers' Training Corps; members of the Enlisted Reserve Corps; and a former member of the United States Army, the Regular Army, Navy, or Marine Corps, the Organized Militia, or the National Guard whose services during the last preceding term of enlistment have not been honest and faithful or whose discharge certificate from the last preceding enlistment bears the notation "is not recommended for reenlistment."

334. The enlistment or reenlistment of married men or of persons having others dependent upon them for support is to be discouraged and will be permitted only for some good reason in the public interest, such as for the purpose of becoming an officer. In no case will it be authorized when the person's family or dependents would be left without support in case he should be called into the service of the United States. Applications for such enlistments and reenlistments will be determined finally by the regimental or other higher commanding officer if there be no regimental organization. No release from service will be extended to a married man on account of a marriage contracted after entry into the service.

335. Applications to enlist in the National Guard from persons who have not been residents of the community in which enlistment is desired for at least three months immediately preceding the application will not be granted without special authority from the regimental or other higher commanding officer, if there be no regimental organization.

336. Applicants for original enlistment and men who apply to enter the National Guard after an interval of more than three months from date of discharge from the Regular Army, Navy, or Marine Corps, or from the Organized Militia or the National Guard will be required to furnish evidence of good character.

337. Former members of the United States Army, the Regular Army, Navy, or Marine Corps, the Organized Militia, or the National Guard, who apply to enter or reenter the National Guard, and who can not pass the required examinations in all respects, will not be enlisted without special authority from the Secretary of War. In such cases the applicant will be subjected to the complete examination and the results will be reported when application is made for special authority for his enlistment or reenlistment.

338. The enlistment of a minor under 18 years of age with or without parental consent is prohibited. Should a minor under the age of 18 enlist by falsely representing himself to be over that age, he will render himself liable to punishment for fraudulent enlistment. Parental consent is not necessary for the enlistment of a minor whose

age is 18 years or over, and such consent will not be recognized or accepted.

339. Recruiting officers will be very particular to ascertain the true age of every applicant for enlistment. If any doubt exists as to the applicant's statement regarding his age, his oath will not be taken as conclusive evidence of the fact, and if he can not furnish competent proof to support his statement he will be rejected.

340. Recruiting officers will be held to a rigid accountability for accepting men who may be found unfitted for the service. If a man after having been enlisted be discharged because of unfitness for service, and it appears that the enlistment was carelessly made and in violation of these regulations, the officer responsible will be liable to trial by court-martial.

341. The date on which the enlistment of any man is actually completed by administering the oath is the date of that enlistment, and must invariably be shown on the enlistment paper above the signature of the officer who administered the oath and thereby enlisted the man.

342. Recruiting officers will not allow any man to be enticed into the service by false representations, but will in person explain to every man before he signs the enlistment papers, the nature and terms of the enlistment contract, length of the term of service, and the amount of pay and other allowances to which he is entitled by law. *He will read to him the declaration of applicant* on enlistment papers before the applicant signs same, after which the oath of enlistment will be administered, and signed by the applicant after it has been read and explained to him, and will then be subscribed to by an officer of the Regular Army or an officer of the National Guard detailed as recruiting officer.

343. Articles 1, 2, and 29, 54 to 96, inclusive, and 104 to 109, inclusive, of the Articles of War shall be read and explained to every soldier at the time of his enlistment, or within six days thereafter.

344. Enlisted men of good character and faithful service who at the expiration of their terms are undergoing treatment for injuries incurred or disease contracted in the line of duty may be reenlisted if they so elect, and if the disability prove to be permanent they will subsequently be discharged on certificates of disability. An enlisted man not under treatment, but who has contracted in the line of duty infirmities that may raise a question of physical eligibility for reenlistment, but not such as to prevent his performing the duties of a soldier, may be reenlisted by authority of the War Department on application made through the examining surgeon and proper military channels in time to receive a decision before the date of discharge.

345. An enlistment paper (Form 22–1, A. G. O.) will be made in the case of each soldier enlisted or reenlisted for the National Guard

and filed with the records of the organization to which the soldier is assigned. When an organization is called or drafted into the service of the United States the enlistment paper of every member thereof, whether present or absent, will be delivered to the United States mustering officer, to be indorsed by him as indicated on the blank form and forwarded to The Adjutant General of the Army. The enlistment paper of a soldier enlisting or reenlisting for an organization of the National Guard in the Federal service will be forwarded directly to The Adjutant General of the Army with the recruiting officer's trimonthly report. In this case a Service Record (Form 29, A. G. O.) will also be prepared and transmitted in accordance with the instructions printed on the blank form. A duplicate of each enlistment paper will be furnished to the adjutant general of the State, Territory, or District of Columbia by the recruiting officer.

346. The enlistment papers (Form 22–1, A. G. O.), report of physical examination (Form 135–1, A. G. O.), service record (Form 29, A. G. O.), register of vaccination (Form 81–1, S. G. O.), and identification record card (Form 260, A. G. O.), of all soldiers on the active list of the National Guard, and of members of the National Guard Reserve, will be inspected and verified from time to time by inspector-instructors. If the file of the above-named papers of the active and reserve members of an organization is incomplete, or if the papers themselves are incomplete, or otherwise defective, prompt report of the matter will be made to the Chief of the Militia Bureau. Enlistment and other papers of men that have been discharged, retired, or otherwise separated from the active or reserve service, will not be filed with those of soldiers still on the rolls of the organization (active and reserve).

347. The physical examination of all applicants for enlistment or reenlistment will be conducted by an officer of the Medical Corps, active or reserve, of the Regular Army or National Guard. Inspector-instructors of sanitary troops are charged with the supervision of the physical examinations for enlistment, so far as is consistent with the visits authorized to the places where such examinations are conducted. They will report all irregularities and neglects to the adjutant general of the State, Territory, or the District of Columbia, and to the Chief of the Militia Bureau, through the department commander, with a view to having deficiencies corrected.

348. The standards of physical examination for enlistment in the National Guard are those fixed for the Regular Army with such exceptions and modifications as may be announced from time to time by the Militia Bureau.

349. All applicants for enlistment or reenlistment will be examined by the surgeon to ascertain whether vaccination against smallpox and typhoid is required. In all cases where there is not positive evidence

of successful inoculations the operations for both purposes will be performed immediately after the completion of the enlistment. Vaccine for both will be supplied by the Surgeon General of the Army. A record of vaccination will be made on forms furnished by the War Department (Form 81–1, S. G. O.) and filed with the enlistment papers.

350. Applicants for enlistment will be sent by the authorized recruiting officer to the examining surgeon designated for the organization for which enlistment is desired. The surgeon will make a careful and thorough examination and will state whether he is satisfied that the applicant is within the required age limits and conforms in every respect to the requirements for enlistment in the National Guard. If, in the opinion of the examining surgeon, the applicant is disqualified in any particular, he will be rejected by the recruiting officer. If the applicant is found physically qualified and is recommended for enlistment by the surgeon, the recruiting officer will determine whether the applicant fulfills all other requirements for enlistment, and if so he may be enlisted.

351. For the purpose of identification of soldiers in time of war and for the purpose of instruction of medical officers in this work an outline figure and finger-print record will be made of each enlisted man by the medical officer making the physical examination, on forms prescribed by the War Department. (Form 260, A. G. O.)

352. This record when completed will be filed with the soldier's report of physical examination on file with the records of the organization to which the man belongs and will be inspected and verified by the inspector-instructor of sanitary troops at the time the physical record of the soldier is verified.

353. If at any time it shall appear that any soldier enlisted for the National Guard is physically disqualified for such enlistment, a reexamination of such man may be made by an officer of the Medical Corps of the Regular Army, upon the direction of the Secretary of War. If in the opinion of this officer the disqualification is of such a character that it should have been discovered by the examining surgeon or by the recruiting officer who accepted the soldier, an opportunity will be given these officers to be heard in the case. A report will then be made to the Chief of the Militia Bureau, through the department commander, showing whether the disqualification existed prior to acceptance, when, where, and by whom the soldier was examined and accepted, and whether in the opinion of the officer who conducted the reexamination the discovery should have been made prior to enlistment.

354. A report of physical examination on the form prescribed by the War Department will be made in the case of each soldier enlisted or reenlisted for the National Guard and filed with the records of the

organization to which the soldier is assigned. When an organization is called or drafted into the service of the United States, the report of physical examination of every member thereof, whether present or absent, will be delivered to the medical officer designated to make the examination as to physical fitness prescribed by section 115, act of June 3, 1916, who will fill in the certificate provided on the reports and turn them over, together with the identification record cards and vaccination register, to the mustering officer, who will forward them to The Adjutant General of the Army, by indorsement, describing fully the physical condition of each man at the time. If a soldier has been recommended for discharge on a certificate of disability, that fact will be noted in the indorsement on the report of physical examination. The report of physical examination of a soldier enlisting or reenlisting for an organization of the National Guard in the Federal service will be forwarded, with the identification record card and vaccination register, directly to The Adjutant General of the Army.

355. Reports of physical examination will be inspected and verified and reports of deficiencies made to the Chief of the Militia Bureau, as required by paragraph 346 of these regulations in the case of enlistment papers.

356. An individual who has sworn and subscribed to the enlistment contract, is not a member of the National Guard within the meaning of the act of June 3, 1916, unless and until he has been extended Federal recognition by the War Department. His status is that of an enlisted man in the State forces not yet constituting a part of the National Guard, and who has not completed his qualification as a National Guardsman. The disposition of such an individual rests entirely with the State authorities, who may discharge him, but can not transfer him to a recognized organization or to the National Guard Reserve. In order to join an organization of the National Guard, he should be discharged from his former contract, and enlist in a recognized unit of the National Guard.

B. TRANSFER.

357. When a soldier of the National Guard changes his residence within a State or Territory, he shall be transferred to a unit of the National Guard located at the place of his new residence. When there is no organization of the National Guard located at his new residence the soldier shall be discharged.

358 (a). There is no authority under existing law for the transfer of enlisted men from an organization of the National Guard in the service of the United States to an organization of the National Guard not in the service of the United States, or vice versa.

(*b*) Transfers of enlisted men between organizations of the National Guard of the same State, Territory, or District of Columbia, when called into the service of the United States, will be made only when manifestly for the best interests of the service, and will be effected as prescribed in paragraph 114, Army Regulations 1913.

C. DISCHARGE.

359. In time of peace an enlisted man who has been extended Federal recognition as a member of the National Guard will not be discharged before the expiration of his period of enlistment except—

(*a*) By order of the President or the Secretary of War.

(*b*) By sentence of a general court-martial.

(*c*) By direction of the governor of a State, Territory, or the commanding general of the District of Columbia Militia on account of disability; on account of a sentence of imprisonment by a civil court, whether suspended or not; on account of a bona fide permanent change of residence to another State, Territory, or the District of Columbia; in accordance with the provisions of paragraph 357; on account of the action provided for in paragraph 365 of these regulations; in compliance with an order of one of the United States courts, or a justice or a judge thereof; on a writ of habeas corpus; and for the purpose of enlisting in the Regular Army, Navy, or Marine Corps. (*Changes No. 1, Dec. 18, 1919.*)

360. No enlisted man, lawfully inducted into the National Guard service, shall be discharged from said service without a certificate of discharge, signed by a field officer of the regiment or other organization to which the enlisted man belongs or by the commanding officer when no such field officer is present, except when drafted under the provisions of Section 111, Act of June 3, 1916.

361. The statement of service and the character given on a discharge will be certified by the company or detachment commander, and great care will be taken that no injustice is done the soldier. Where, upon expiration of term of service, the company or detachment commander is of the opinion that the soldier's reenlistment should not be recommended, he shall, if practicable, so notify the soldier at least 30 days prior to discharge and shall at the same time notify the regimental commander, if there be one, or, if there be none, the Adjutant General of the State, Territory, or the District of Columbia, who will in every such case direct the battalion commander or officer of equivalent rank and duties of any arm, department, or corps to determine whether the soldier's reenlistment should or should not be recommended, and the kind of discharge that should be given him. The soldier will in every case be given an opportunity to be heard. The findings of this officer, when approved by the directing authority, will be final. The written report of the officer under this paragraph, showing all facts pertinent to the inquiry, will be for-

warded by the directing authority directly to the adjutant general of the State, Territory, or the District of Columbia.

362. Blank forms for discharge will be provided by the War Department and will be retained under lock in the personal custody of company or detachment commanders. Discharge certificates will be used in the discharge of enlisted men, and for no other purpose, and will be of three classes: For honorable discharge, for discharge, and for dishonorable discharge. They will be used as follows:

(*a*) The blank for honorable discharge, when the soldier's conduct has been such as to warrant his reenlistment and his service has been honest and faithful.

(*b*) The blank for dishonorable discharge, for dishonorable discharge by sentence of a court-martial.

(*c*) The blank for discharge, when a soldier is discharged except as specified above under sections (*a*) and (*b*).

363. The discharge of a soldier takes effect on the date of notice to him of such discharge, either actual, by delivery of the discharge certificate; or constructive, as where such delivery can not be made owing to his absence for his own convenience or through his own fault, in which case the receipt at the soldier's proper station of the order directing his discharge will be deemed sufficient notice. In the latter case the date of the receipt of the order and the reason why actual notice thereof was not given to the soldier will be entered upon the muster roll which shows the separation of the soldier from the service, and will be indorsed upon the discharge certificate should one have been prepared. If a soldier is absent in desertion when the order for his discharge is received, the discharge will not be executed, but the soldier will be dropped from the rolls as a deserter. The dishonorable discharge of a soldier against whom general court-martial charges are pending will be deferred until the charges are finally disposed of by the official exercising general court-martial jurisdiction.

364. When an enlisted man of the National Guard, not in Federal service, absents himself without leave, and there is reason to believe that he does not intend to return, he may be dropped from the rolls as a deserter, but only with the express authority of the governor or, in the District of Columbia, of the commanding general. No special period of time is prescribed before such action is taken, but each case will be decided according to circumstances. A soldier dropped as a deserter may, on application made by him in which he admits his desertion, be restored to duty by the governor of a State or Territory or, in the District of Columbia, by the commanding general, and the same authority may set aside the charge of desertion as having been erroneously made.

365. When the National Guard is not in the Federal service and an enlisted man is found to be inapt, or does not possess the required

degree of adaptability for the military service, or gives evidence of habits or traits of character which serve to render his retention in the service undesirable, or is disqualified for service, physically or in character, through his own misconduct, his company or detachment commander will report the facts to the regimental or separate battalion commander, or commanding officer of a unit equivalent to a separate battalion, who will convene a board of three officers to determine whether or not the soldier should be discharged prior to the expiration of his term of enlistment. The company or detachment commander is not competent to convene a board for this purpose. If discharge be recommended, the board will also recommend the character to be given on the discharge, and the proceedings of the board, when approved by the convening authority, will be forwarded to the adjutant general of the State, Territory, or the District of Columbia, for final action by the governor of the State or Territory or the Commanding General, District of Columbia Militia. If the findings of the board are approved, the soldier will be discharged and the proceedings will be filed by the adjutant general of the State or the District of Columbia.

The discharge to be given to soldiers under the provisions of this paragraph will in all cases be that prescribed by section (c) of paragraph 362.

366. When the findings of the board indicate disqualification through physical disability, the proceedings will be accompanied by certificate of disability.

367. When a soldier is sentenced by court-martial to confinement without dishonorable discharge for a period extending beyond the expiration of his term of enlistment, he will be discharged on the date of the expiration of the term of enlistment, but will be held to serve out his sentence. If an honorable discharge is given to the soldier he can be reenlisted before the expiration of the period of his confinement only upon the remission by competent military authority of the unexecuted portion of his sentence. When, however, a soldier's term of enlistment expires while he is awaiting trial or sentence, he will be discharged on the date of the receipt of an order publishing the case or otherwise disposing of it, and the discharge certificate will be delivered to the man on his release from confinement, and not until then. On the date of the discharge personal notice thereof will be given to the soldier by an officer, and the fact that such notice was given will be indorsed upon the discharge certificate.

368. Whenever an enlisted man is discharged prior to the expiration of his period of enlistment the actual cause of discharge will be stated in the order directing the discharge and fully stated on the discharge certificate. Where a discharge is ordered on account of the soldier's misconduct, or unfitness for the service, physical or in

character, due to the soldier's misconduct, a statement to that effect will be set forth in the order and will be noted on the discharge certificate. Except as provided in paragraph 365, such discharges will be ordered only by the Secretary of War.

369. When an enlisted man is permanently unfitted for military service because of wounds or disease, he should, if practicable, be discharged on certificate of disability before the expiration of the term of service in which the disability was incurred. Certificates of disability for discharge will not be made in duplicate.

370. Certificates of disability will be prepared by the soldier's company commander and sent by him to the examining surgeon of the organization to which the soldier belongs. They will be completed by the surgeon and transmitted to the regimental commander, who will forward them to the adjutant general of the State, Territory, or the District of Columbia. If approved by the governor of the State or Territory, or the commanding general, District of Columbia Militia, he will order the discharge.

371. In order to entitle a soldier to discharge because of a change of residence, satisfactory evidence must be presented showing that the change to another State, Territory, or the District of Columbia is bona fide and of a permanent character; that the employment or occupation in which the soldier engages at his new residence is such as to support the claim of a change of residence; and that the distance to which he has removed from his former residence will prevent him from attending the prescribed military duties with the organization to which he belongs.

372. When an enlisted man makes a temporary change of residence to another State which he anticipates will not exceed six months in duration, his absence from his organization should be accounted for by the issue of a furlough. When an enlisted man makes a change of residence to another State which he anticipates will exceed six months in duration he will be discharged.

373. When an enlisted man makes a permanent change of residence to a State other than that in which he enlisted, he will be discharged under the conditions prescribed in paragraph 371. If within three months after arrival in the State of his new residence he elects to enlist in the National Guard therein he shall, in time of peace, be given credit upon such enlistment for the time served under the enlistment from which discharged in the State of his former residence. The new enlistment will be for the full period, but a note will be made by the recruiting officer on the enlistment paper as follows:

"Entitled to be discharged, unless in time of war, ---- years, ---- months, ---- days, in advance of expiration of period for which enlisted on account of credit allowed for service in the National Guard in the State of ------."

In time of peace this notation will operate to advance the date of his final discharge, and shorten the period of his service by the length he served in his last enlistment in the State from which he changed residence.

374. No enlisted men of the National Guard, called into the service of the United States, can be discharged from the service except by expiration of enlistment, without the approval of the proper authority competent to direct such discharge under Army Regulations. When the National Guard is drafted into the service of the United States, enlisted men thereof shall be discharged as provided in Army Regulations.

375. Whenever an enlisted man of the National Guard, brought into the service of the United States under a call, is separated from the service through death, discharge, or otherwise, or is transferred to another organization, his commanding officer will at once notify the adjutant general of the State, Territory, or the District of Columbia, to which the command belongs and will furnish such adjutant general copies of all orders issued in each case.

376. Enlisted men of the National Guard shall not be enlisted in the Regular Army, unless a discharge in writing from the National Guard authorities of a State, Territory or the District of Columbia has been duly prepared.

377. Where an enlisted man of the National Guard applies for enlistment in the Regular Army, and the State authorities authorize his discharge from the National Guard for this purpose, the adjutant general of the State, Territory or District of Columbia, shall send the discharge certificates to the recruiting officer to whom the applicant has applied for enlistment in the Regular Army. If the applicant is accepted for the Regular Army, the recruiting officer will forward the discharge by mail to the recruit depot or point where the enlistment of the applicant is accomplished. In case the applicant is not accepted for enlistment or fails to present himself for actual enlistment after acceptance, the officer concerned, who has in his possession the discharge certificate, when the case is finally settled, will return the discharge certificate to the adjutant general of the State, Territory, or the District of Columbia, notifying him that the applicant was not enlisted in the Regular Army, and has not been discharged from the National Guard.

378. When the applicant is actually enlisted in the United States Army, the enlisting officer will personally hand him his discharge from the National Guard of the State, and notify the adjutant general of the State, Territory, or District of Columbia, that he has been discharged and enlisted in the Regular Army. Recruiting officers should correspond direct with the adjutants general of States, Territory of Hawaii and District of Columbia, on this subject.

ARTICLE X.

A. FEDERAL INSTRUCTORS.

1. Inspector-Instructors.

379. Officers of the active list of the Regular Army who are detached for regular tours of duty with the National Guard under the provisions of section 100 of the act of June 3, 1916, will be known as inspector-instructors. The period of such duty will ordinarily be for four years.

380. The act of June 3, 1916, has modified the relation with regard to the National Guard which existed between the United States and the several States. It conveys to the United States increased powers in the control of the National Guard; the State authorities are required to comply with the act itself and with the necessary rules and regulations made by the President to render the act effective. The failure of a State to comply therewith may debar it from participating in the apportionment of Federal appropriations for the National Guard.

381. Inspector-instructors of the Regular Army are detailed for duty with the National Guard to instruct it, and also to inspect it to see that the provisions of the act and the regulations of the War Department thereunder are carried out. It is not within the power of inspector-instructors so detailed to enforce the provisions of law or the regulations; as agents of the Federal Government they assist the States in the manner prescribed by the Secretary of War in rendering these provisions of law and the regulations thereunder effective and they report noncompliance therewith to the Chief of the Militia Bureau through the department commanders.

382. Inspector-instructors on duty with the National Guard are under the orders of the Federal military authorities and have certain definite instructions which they must carry out. They are not under the orders of the State authorities nor of National Guard officers, but are in the States as instructors for the Federal Government. They are detailed to assist in carrying out the law and regulations and should be allowed to do so in accordance with their instructions and in the manner they deem best adapted to accomplish the end.

In order to secure the greatest benefit from their services, they should be consulted freely by the State authorities and their methods of instruction and their system of imparting such instruction must be followed.

383. The scheme of instruction outlined by the War Department is published to all concerned and inspector-instructors are required to carry out the general plan and afford all assistance possible to make it a success. They must not in any way be hampered or restricted in the performance of their duties.

384. Inspector-instructors on duty with the National Guard will not be relieved from duty at the request of State authorities, except for cogent reasons. Any charges which may arise against them will be fully investigated and they will be given opportunity to reply thereto and submit such evidence as they may desire before any action looking to their relief will be taken by the War Department.

385. Under section 100, act of June 3, 1916, officers of the active list of the Army detailed to duty with the National Guard may accept commissions in the National Guard with the permission of the President. The matter must originate with State authorities. When a commission is tendered the inspector-instructor, if he desires to accept, he should apply for permission to The Adjutant General of the Army through the department commander and the Chief, Militia Bureau. Inspector-instructors will not as a rule be granted permission to accept subordinate positions, nor the command of smaller units than a regiment or separate organization nor commissions in arms other than their own.

386. The fact that an inspector-instructor is commissioned in the National Guard will not change his status as inspector-instructor, neither will it prevent nor excuse him from carrying out the orders and instructions given him as inspector-instructor by the War Department.

387. Inspector-instructors will *not* accompany National Guard organizations ordered out by the governor of a State for riot or other duty to suppress disorder or carry out the State laws. In case an inspector-instructor is also a National Guard officer, he is authorized to accompany his National Guard organization on any such duty in the capacity of a National Guard officer. He will, upon entering on such duty, immediately report the fact by telegram to the Chief of the Militia Bureau and the department commander and similar reports by letter will be rendered when such duty is terminated.

388. It should be clearly understood that inspector-instructors can not legally be placed under the orders of any State official or National Guard officer, except when commissioned in the National Guard. While recognizing this and being governed by the knowledge, it should be remembered that the utmost tact and good judgment must be used, and that it is only when there is an assumption on the part of the State authorities or National Guard officers which is not warranted, and the intent is clear that such authorities are endeavoring to assume a control to which they have no right, that they should

be courteously informed of the status of the inspector-instructors in this respect.

389. Officers of Infantry and Coast Artillery and in a few cases of Cavalry and Field Artillery will be assigned to duty with a particular State or Territory. Officers of other arms and corps and in general of Cavalry and Field Artillery detailed as inspector-instructors of the National Guard will not be assigned directly to any State or Territory, but will be given such stations and orders by the Secretary of War as will permit them to best instruct and inspect the National Guard organizations of their respective arms of the service within the prescribed limits of the instruction districts to which assigned. They should not make any permanent arrangements within the prescribed limits of their districts as first designated that would interfere with their making a change of station should conditions later show that the work could be better and perhaps more economically performed from a different station. All work must be intelligently and logically arranged so that the best results may be obtained with the least travel and expense to the United States.

390. Upon taking station, inspector-instructors of the Regular Army, whether assigned for duty with a particular State, Territory, or District of Columbia, or to an instruction district comprising several States or Territories, will report by letter for instructions to the commanding general of the territorial department in which they are to serve; they will also report by letter to the Chief, Militia Bureau, stating their mail address. When called upon, inspector-instructors will act in an advisory capacity to the military authorities of the State, and may instruct, at the request of these authorities, such arms and corps of the National Guard as have no inspector-instructor detailed. They will be available for making, on behalf of the War Department, such reports, inspections, examinations, etc., of the National Guard as may be required by the laws of the United States or directed by the War Department.

391. Inspector-instructors of senior rank will, as far as practicable, be distributed in their assignments to stations so that there will be one in each divisional district of the tactical divisions prescribed for the National Guard. Officers so assigned will be known as the division inspector-instructor of the district to which assigned. They will perform the duties of inspector-instructors and will be governed by the rules and regulations prescribed by the War Department for other officers assigned to duty with the National Guard under the provisions of section 100 of the act of June 3, 1916.

392. The division inspector-instructors of districts will supervise the instruction of the National Guard in their respective districts, subject to the control exercised by the Militia Bureau and by department commanders. They will in addition perform the duties of

chief of staff of the tactical divisions of the National Guard when so assigned by the War Department as contemplated by section 65, act of June 3, 1916, and will, as chief of staff, be responsible for the selection, training, and organization of the division staff and the several supply departments of the division. They will conduct such schools as are necessary to achieve this end.

393. The officer detailed as chief of staff of a tactical division in time of peace will, under the direction of the department commander, make a study of the mobilization of the division to which he is assigned. He will in advance devise measures for supply and equipment and make plans which will facilitate the mobilization of the troops of the division in time of war and their preparation for war service.

394. Medical officers of the Army of senior rank will be assigned to each of the divisional districts as senior inspector-instructors of sanitary troops of the division, and such officers of The Adjutant General's Department, Inspector General's Department, Judge Advocate General's Department, Quartermaster Corps and Ordnance Department as are necessary may be detailed to perform similar functions in connection with the training of division staff, supply departments, and troops of their departments or corps. All such officers will be assigned to the same station as, report to, and perform their duties under the direction of, the division inspector-instructor or the chief of staff of the division when so detailed.

395. Inspector-instructors will make one or more visits of instruction in each half year to all units of the organizations with which they are detailed and which are located at stations other than their own. These visits may be made with or without warning to the commanding officers of units and should be made on the date of the regular scheduled drill of the units to be visited. Application for orders to make these visits will be made direct to the department commander for the semiannual periods ending June 30 and December 31, with a statement of the number of visits to be made, the stations to be visited, and an estimate of the expense involved.

396. For instructions as to the use of transportation requests by inspector-instructors when traveling on duty with the National Guard see paragraph 661.

397. Inspector-instructors will be available for duty in making the annual inspections of the National Guard under the Inspector General of the Army. When practicable inspections will be so arranged that an inspector-instructor, during his tour of duty as such, will not make more than one "annual inspection" (under the provisions of sec. 93, act of June 3, 1916) of the organizations with which he is associated as an instructor.

398. Instruction will be imparted according to general plans announced from the Militia Bureau of the War Department, and inspector-instructors will, except as otherwise specified, perform their duties under the direct supervision of the department commander. In regard to a prescribed course of instruction to be adhered to, or a system to be followed in imparting instruction, attention is invited to the circulars issued by the Militia Bureau from time to time prescribing the armory and field instruction for each arm or corps of the National Guard. Where a system of instruction has already been instituted in a State, Territory, or instruction district by a former inspector-instructor, no change should be made until the new inspector-instructor has had ample time to study the conditions.

399. It is not the desire of the Militia Bureau to prescribe the manner in detail in which inspector-instructors are to perform their duties, particularly with regard to instruction. This is within their province of initiation. It is deemed sufficient to state that adherence to the general plan of instruction as prescribed by the War Department for each arm and corps is required in order to secure uniform training in the National Guard as a whole, and any radical departure therefrom should be taken up by letter with the Chief of the Militia Bureau through the department commander before it is put into effect. In general the instruction should be made as practical as possible and only sufficient theory to insure intelligent practical work should be included in the schedule of instruction. It is the function of officers and noncommissioned officers of the National Guard to instruct the enlisted men and the function of the inspector-instructors to aid National Guard officers and noncommissioned officers in becoming good instructors.

400. The inspector-instructor is not responsible for the training of the regiment or other organization with which he is on duty; the responsibility rests upon the commanding officer of the National Guard organization. When the inspector-instructor has carried out his instructions from the War Department fully and completely, has arranged the details of his instruction to the best of his ability, and has constantly maintained the attitude of an enthusiastic, willing, and encouraging helper and a friendly critic, he has performed the full measure of his duty within his authority.

401. Where more than one inspector-instructor of the same arm or corps is detailed to a State or instruction district, the senior will be charged, in addition to his own duties of detailed instruction, with the general direction of the instruction and work in his arm or corps, which will be divided among all as far as possible. It is not the intention of the War Department that a senior inspector-instructor shall exercise supervisory powers to the exclusion of detailed instruction on his own part.

402. The inspector-instructors of the several arms or corps on duty with a State or Territory, while independent concerning the details and methods of instruction for their own arm or corps, will endeavor to coordinate and systematize the same. All inspector-instructors are enjoined to work in harmonious cooperation with each other, and are particularly cautioned against participating in any factional or internal disagreements in the National Guard, and are expressly forbidden to engage in politics, either directly or indirectly.

403. Inspector-instructors will devote their entire official time and attention to the work for which they are detailed. Therefore, engaging in any avocation or devoting any portion of their time to delivering lectures or taking a course of instruction in public institutions, or engaging in any other occupation not strictly pertaining to their duties as inspector-instructors, will not be permitted without authorization from the Chief of the Militia Bureau.

404. Inspector-instructors will not leave the States or districts to which assigned for more than twenty-four hours, except under authority emanating from the War Department or department commanders.

405. (*a*) The senior inspector-instructor of each arm, other than the division inspector-instructor, will render a quarterly report to the Chief of the Militia Bureau through the department commander on March 31, June 30, September 30, and December 31. In case an officer of the Regular Army has been detailed as chief of staff of the National Guard Division or as senior inspector-instructor therewith copies of the report will be furnished him. This report will be for the purpose of informing the Militia Bureau as to the progress made in instruction work during the period and will include such comment on the general condition of the National Guard not previously covered in special reports as inspector-instructors may desire to bring to the attention of the War Department.

(*b*) All other inspector-instructors will render similar reports through the senior inspector-instructor of their arm and through the department commander to the Chief of the Militia Bureau, giving a general description of the duties performed during the quarter.

(*c*) The quarterly reports required above will be forwarded by the senior inspector-instructor of the State, Territory, District of Columbia, or instruction district within seven days after the end of the quarter.

(*d*) The reports will be subdivided as follows:

PART I.

To include a brief résumé of duties performed in connection with (*a*) service schools; (*b*) correspondence schools; (*c*) drills; (*d*) prac-

tical instruction; (*e*) camps and field duty; (*f*) field firing; (*g*) target practice; (*h*) property accountability.

PART II.

General comments and progress made, with recommendation looking toward improving and coordinating the methods of instruction throughout the United States. It is desired that the office of the Chief of the Militia Bureau be used as a bureau for the interchange of ideas to the end of rendering mutual assistance to the officers on duty with the National Guard.

PART III.

(*a*) Care or neglect of Federal property.

(*b*) Important changes in the State militia laws or the National Guard personnel.

(*c*) New mobilization or recruiting plans.

(*d*) Serious defects and irregularities of any nature.

(*e*) Exceptional events of marked importance occurring in the State that may involve the use of the military forces thereof.

(*f*) Exceptional local conditions bearing upon military efficiency of the National Guard.

(*g*) Any direct or flagrant violations of the provisions of the act of June 3, 1916, or of the rules and regulations issued by the Secretary of War with a view to making effective and carrying out said act.

406. Quarterly reports should be accompanied by copies of orders, instruction schemes, all bulletins, circulars, examination papers, etc., issued by the inspector-instructor, or by the State at the instance of the inspector-instructor, for the purpose of instruction. Where possible it is requested that matter of this character which might be of benefit to inspector-instructors on duty with other States or instruction districts be forwarded direct to them or to the Militia Bureau in sufficient quantities to admit of issuing copies to each inspector-instructor of the arm of the service concerned.

407. Reports of conditions, or events, which it is considered advisable to forward before the end of the quarter may be submitted at any time, through channels, as prescribed in paragraph 405.

408. Quarterly reports will be rendered by the senior inspector-instructor of each arm (except the division inspector-instructor) to the adjutant general of the State or Territory, giving a brief résumé of the work accomplished during the period with recommendations as to matters which are beyond the control of the commanders of the National Guard organizations with which the inspector-instructor is serving.

409. Whenever an inspector-instructor is present at any assembly for armory drill and instruction, including indoor target practice, of

any troop, battery, or detachment, he will record the attendance separately for each unit on Form 107, Militia Bureau, as follows:

(*a*) Designation and station of organization.

(*b*) Date of drill.

(*c*) Enrolled strength of company at date of drill.

(*d*) Duration of drill.

(*e*) Number of enlisted men present in each grade and the total thereof.

(*f*) Names and rank of officers of organization present with it.

(*g*) Names and rank of officers other than of organization who are present in an official capacity.

(*h*) Such remarks, if any, as are appropriate.

410. At the end of each month records of attendance at all armory drills attended by inspector-instructors will be forwarded to the senior inspector-instructor of the State, Territory, District of Columbia, or instruction district, and, together with similar reports submitted by retired officers and sergeant-instructors on duty with the National Guard, will be forwarded by the senior inspector-instructor direct to the department commander.

411. Particular attention is called to Tables of Organization issued by the War Department in conforming to the provisions of the acts of Congress. Inspector-instructors should be familiar with these tables.

412. The Federal appropriations made for the support of the National Guard are defined in an analysis circular published yearly from the Militia Bureau. Also the amounts under the several subappropriation headings apportioned to the several States, Territory of Hawaii, and the District of Columbia, for each year, are promulgated in circulars issued by the Militia Bureau (fiscal years 1919 and 1920 excepted). It is important that inspector-instructors be thoroughly familiar with these circulars.

413. It is the duty of inspector-instructors to provide themselves with a complete set of official publications of the War Department pertaining to their duties as well as a set of blank forms authorized for the use of the National Guard. These publications and blank forms, together with correspondence files, retained copies of reports and other papers pertaining to the office of the inspector-instructor, should be preserved and turned over to his successor.

414. One copy of necessary publications for reference will be retained in the office of the inspector-instructor; one copy of those publications required by sergeant-instructors will be issued by the inspector-instructor to each sergeant-instructor for his use while on duty as sergeant-instructor.

415. Communications relating to the duties, or affecting the status of inspector-instructors or their relations with the State authorities,

will be addressed to the Chief of the Militia Bureau and forwarded through department commanders, except as provided in paragraph 826, Army Regulations.

416. In connection with the use of penalty envelopes by inspector-instructors in conducting correspondence pertaining to the work for which detailed, the Postmaster General, under date of November 6, 1913, ruled as follows:

.....Such correspondence relates to the official duties of the officer, and under the law ..... may be sent by him in the mails, free of postage, under cover of a penalty envelope.

Members of the Organized Militia ..... are not entitled to use penalty envelopes to send matter in the mails, free of postage, except when such envelopes have been furnished them by an officer of the Government.

If the correspondence to be sent by a member of the Organized Militia of a State or Territory to an officer of the Army detailed by you as an inspector-instructor, under the provisions of the act of March 3, 1911, constitutes official information requested by such officer, it would appear proper for the officer to furnish such member penalty envelopes for use in mailing it.

417. It is intended that the States, Territories, and the District of Columbia shall provide offices and office furniture for inspector-instructors. Wherever it is impracticable to do this, the Militia Bureau will authorize, as far as appropriations permit, the hire of offices for the official use of inspector-instructors, the furnishings in such rented offices to be limited to the necessary desks, chairs, and filing equipment. Clerical assistants can not be furnished inspector-instructors by the Militia Bureau, except that they are authorized to utilize the services of suitable sergeant-instructors for this purpose. Such office expenses as are authorized by the Militia Bureau will be paid from the general appropriation for the National Guard.

418. The actual and necessary expenses incurred by inspector-instructors, when traveling on duty in connection with the National Guard, will be paid from the general appropriation for the support of the National Guard. Certain States have anti-tipping laws, and prohibited tips in such States can not be considered for reimbursement. (See paragraph 723.)

The method of payment for expenses is set forth in paragraph 726. (*Changes No. 1, December 18, 1919.*)

419. Accounts for expenses of inspector-instructors will be settled in accordance with the provisions as set forth in paragraph 659(a) and (b). (*Changes No. 1, December 18, 1919.*)

420. Inspector-instructors will make the inspection of animals required by paragraph 966 at all visits of inspection or instruction to the units to which they are assigned; they will, from time to time, inspect the enlistment papers and other records of organizations as provided for in paragraph 346, paying particular attention to the proportion of one-year and three-year enlistments. They will also inspect care and use of motor transportation furnished by the Federal government.

421. Inspector-instructors, when on duty inspecting or instructing troops, will wear the prescribed uniform.

422. Officers of the Regular Army detailed for temporary duty as inspectors of the National Guard, or as instructors at National Guard camps of instruction, will be known as acting inspector-instructors; they will forward their expense accounts to the Chief, Militia Bureau, for settlement.

2. Sergeant-Instructors.

423. Sergeants of the Regular Army detailed for duty with the National Guard under the provisions of section 36, act of June 3, 1916, will be known as sergeant-instructors. They are additional in their branch of service, and are carried as unassigned at their respective department headquarters. The period of such duty will ordinarily be for three years.

424. Sergeant-instructors detailed for duty with a particular regiment or other unit will report to, and be under the orders of, the inspector-instructor assigned to that regiment or other unit; if there be no inspector-instructor on duty with that regiment or other unit, the sergeant instructor will report to and be under the orders of the senior inspector-instructor of his arm of service in the State, Territory or district, or if there be none of such arm, then to the senior inspector-instructor in the State, Territory or district.

425. Upon arriving at their respective stations, sergeant-instructors will report in person or in writing to the proper inspector-instructor for duty, and through that officer to the department commander for instructions; they will also report by letter to the Chief, Militia Bureau, giving the date of arrival and mail address. (*Changes No. 1, Dec. 18, 1919.*)

426. The duties of sergeant-instructors include all matters pertaining to the theoretical and practical instruction of the National Guard of the State, Territory, District of Columbia, or instruction district to which they are detailed. The Militia Bureau desires that full advantage shall be taken of the experience which sergeant-instructors have had in, and the knowledge they have of, matters of *drill, instruction, discipline, and customs of the service.*

427. It must be clearly understood that *sergeant-instructors shall not be employed* in any other than a military capacity; their services will be restricted to their duties as instructors with the National Guard and they are not available to perform the duties of caretakers for United States property issued to the National Guard, nor as clerks, janitors, laborers, etc., classifying, assorting, boxing, and shipping military stores, making inventories, checking property, keeping property records, receiving and filing reports of company commanders, and clerical work in the office of the Adjutant General

or in any other office. It is proper, however, for sergeant-instructors to assist the inspector-instructors to whom they report in clerical or other duties pertaining to the instruction of the National Guard.

428. Sergeant-instructors are under the orders of the commanding general of the Territorial department in which they serve and under the immediate orders of the inspector-instructor to whom they report.

429. Sergeant-instructors are not under the orders of the State authorities nor National Guard officers, but they are expected to exercise tact and good judgment and to maintain harmonious relations with all. If they believe the performance of their duty is being interfered with by National Guard officers or enlisted men, they are forbidden to enter into any dispute or discussion with them about the matter, but they will make an immediate report of all the circumstances to the inspector-instructor under whom they are serving.

430. Sergeant-instructors are expressly forbidden to interfere with, or express opinions on, the discipline, administration, or command of organizations of the National Guard. They are not only probibited from taking sides in any question of politics, but they will take no action which might lead to the charge, made either through ignorance or malice, that they were in any way involved, either directly or indirectly.

431. A sergeant-instructor must constantly bear in mind the responsibilities of his position and the necessity for maintaining, in his bearing and deportment, the standard required of him in the Regular service. He must realize the importance of conducting himself in such a manner as to cause those with whom he is associated to respect him as a man as well as to respect his ability as an instructor and professional soldier. Any defection or misconduct on his part will seriously affect, if not altogether destroy, his value as an instructor.

432. Sergeant-instructors will not be relieved from duty with the National Guard at the request of State authorities except for cogent reasons; any charges which may arise against them will be fully investigated and they will be given opportunity to reply thereto and submit such evidence as they may desire before any action looking to their relief will be taken by the War Department.

433. Sergeant-instructors will *not* accompany National Guard organizations ordered out by the governor of a State for riot duty or other duty to suppress disorder or carry out the State laws, nor will they become involved therein in any way whatever.

434. Sergeant-instructors will make such visits of instruction as their inspector-instructors may deem necessary to units of the organization with which they are detailed and which are located at stations other than their own. Application for orders to make these visits will be made by inspector-instructors direct to the department com-

mander for the semiannual periods ending June 30 and December 31, with a statement of the number of visits to be made, the stations to be visited, and an estimate of the expense involved.

435. With the approval of the immediate superior inspector-instructor, sergeant-instructors may make other visits of instruction provided the expense therefor be borne by the States to which they are assigned.

436. For instructions as to the use of transportation requests by sergeant-instructors when traveling on duty with the National Guard see paragraph 661.

437. Permission to be absent from duty for not more than 24 hours may be granted sergeant-instructors by inspector-instructors under whom they serve; application for a pass or furlough in excess of 24 hours will be submitted through the proper inspector-instructor to the department commander.

438. Sergeant-instructors will make quarterly reports on March 31, June 30, September 30, and December 31, to the Chief, Militia Bureau, on Form No. 42, Militia Bureau. These reports will be forwarded through the inspector-instructor under whom they are serving, the senior inspector-instructor on duty in the State, Territory, District of Columbia, or instruction district, and the department commander within 7 days after the end of each quarter. They will make special reports on the same form when relieved from duty with the National Guard, *giving the date of relief or discharge*, as the case may be, and citing the orders involved. Should they re-enlist and continue on duty with the National Guard, that fact should be reported on the first quarterly report thereafter.

439. All official correspondence and reports of sergeant-instructors will be made through the inspector-instructor under whom they serve and through the senior inspector-instructor of their arm of the service in the State, Territory, District of Columbia, or instruction district to which detailed; if no inspector-instructor of their arm of the service is on duty in the State, Territory, District of Columbia, or instruction district to which sergeant-instructors are detailed, their correspondence and reports will be made through the senior inspector-instructor.

440. Whenever a sergeant-instructor is present at any assembly for armory drill and instruction, including indoor target practice, of any company, troop, battery, or detachment, he will render a report of attendance thereat separately for each unit as provided for in paragraph 409.

441. The publications furnished sergeant-instructors by the Militia Bureau for use in connection with their duties of instruction of the National Guard remain the property of the War Department, and when a sergeant-instructor is relieved from duty with a State and returned to duty with troops, or discharged and not reenlisted, they will be turned over to the inspector-instructor of the same arm or corps, for delivery to his successor.

442. Since it is necessary for the Militia Bureau to communicate directly with sergeant-instructors from time to time, they will report

promptly any permanent change of address to the Chief, Militia Bureau.

443. Inasmuch as sergeant-instructors are detailed with States for the purpose of improving the military efficiency of the National Guard by personal instruction of the personnel, all stationery that may be required by them in connection with the performance of their duties as sergeant-instructors should be furnished by the State authorities, and their requests for stationery should be made to the inspector-instructor under whom they are serving, who will submit them to the adjutant general of the State.

444. The service records and accounts of pay and clothing of sergeant-instructors will be kept in the office of the senior inspector-instructor of the State in which they are detailed. They will be paid, clothed and have their rations commuted by the headquarters of the territorial department in which they serve. (*Changes No. 1, December 18, 1919.*)

445. The expenses (except for clothing and commutation of rations) of enlisted men of the Regular Army on duty with the National Guard, including quarters, fuel, light, medicines and medical attendance (where medical attendance by a medical officer of the Army or hospital service in an Army hospital is not available), will be paid from the general appropriation for the support of the National Guard. Pay, commutation of rations, and clothing allowances, for such enlisted men are paid by the Quartermaster Corps, U. S. Army, from funds appropriated for the Regular Army, and all vouchers covering such expenses should be handled in the same manner as though the enlisted men were on any other detached service. The necessary forms for such vouchers are not supplied by the Militia Bureau, but should be obtained from the supply sources of the Regular Army. (*Changes No. 1, December 18, 1919.*)

446. The method of payment for the actual and necessary expenses incurred by noncommissioned officers of the Regular Army when traveling on duty in connection with the National Guard is set forth in paragraph 726. Attention is invited to the fact that when traveling the allowance for commutation of rations paid from the Regular Army appropriation is deducted from the allowances for subsistence. (See par. 728.) Certain States have anti-tipping laws, and prohibited tips in such States can not be considered for reimbursement. (See par. 723.) (*Changes No. 1, December 18, 1919.*)

447. Accounts for expenses of sergeant-instructors will be settled in accordance with the provisions as set forth in paragraph 659 (a) and (b). (*Changes No. 1, December 18, 1919.*)

448. Car fare is not allowed sergeant-instructors from Federal funds for travel from homes to armories or offices or vice versa.

Special trips made from armories or offices to which assigned to other armories or offices where the distance justifies it, are properly chargeable to funds appropriated for travel in connection with expenses of sergeant-instructors. Such trips should not exceed twenty-five in any one month.

449. To secure suitable quarters, sergeant-instructors will submit a request in the form given below through the senior inspector-instructor to the Chief, Militia Bureau. It is desired that senior inspector-instructors see that sergeant-instructors have suitable quarters and yet not more than circumstances demand. The total for quarters, heat, and light should not exceed $30 per month, except possibly in localities where extreme cold climate exists.

FORM FOR APPLICATION FOR RENTAL OF QUARTERS.

Place .....
Date .....

From: Sergt. ....., Sergeant-Instructor.
To: Col. ....., Inspector-Instructor, N. G.
of .....
Subject: Application for Quarters, Fuel, and Light.

1. Request that quarters situated at No. ..... be rented for myself and family (wife and one child) at a rate of $ ..... per month; from ..... to .....

2. Fuel and light, in kind, also requested, if not included in the rent. Estimated cost per month, fuel $ ....., light $ .....

3. Reference had to S. O. No. ———, W. D., 1916, and S. O. No. ———, State of .....

(Sgd) .....
Sergeant-Instructor.

1st Ind.

Senior Inspector-Instructor, at ....., (date)—
To the Chief, Militia Bureau.
Recommending action as requested above.

(Sgd) .....
Colonel, Infantry.

NOTE.—When an apartment is rented where heat and light or either is included in the rental, a statement to that effect should be made.

Payment of expenses for quarters, light, and fuel, for enlisted men of the Regular Army detailed with the National Guard will be made by the United States Property and Disbursing Officer for the State concerned, upon vouchers (public voucher, Purchases and Services other than Personal, War Dept. Form No. 330), made out in the name of the person furnishing the service, no reimbursement to the enlisted man for such payments being authorized. (*Changes No. 1, December 18, 1919.*)

450. Noncommissioned officers of the Quartermaster Corps detailed to duty with the National Guard of a State are governed by the same regulations as prescribed for sergeant-instructors. They will report to the senior inspector-instructor in the State, Territory, District of Columbia, or instruction district and perform their duties under his direction and supervision. All official correspondence and reports will be made through him. Their services will be restricted to the supervision of the care of all United States property issued to the National Guard of the State and the instruction of officers and noncommissioned officers of the National Guard in connection with accountability for United States property. They are not available to perform the duties of clerks, storekeepers, or caretakers of property of the United States or of the property belonging to the State.

3. Retired Officers.

451. Retired officers of the Army, with their consent, may be assigned to active duty for service in connection with the Organized Militia in the several States and Territories upon the request of the governor thereof. (Act of April 23, 1904.) The period of such duty will ordinarily be for four years. Retired officers can not be detailed as inspector-instructors under section 100 of the act of June 3, 1916.

452. Upon taking station retired officers will report by letter as follows:

(*a*) For instructions to the Chief, Militia Bureau, and to the Commanding General of the territorial department in which they are to serve.

(*b*) Their arrival to the Governor of the State or Territory to which they are assigned.

453. Retired officers on duty with the Organized Militia are not available for duty in connection with Federal inspections of the National Guard. They will act in an advisory capacity to the military authorities of the State, and under the direction of the senior inspector-instructor on duty in the State, may assist in conducting examinations, schools, target practice, in the instruction in the keeping of records, the care of and accountability for property, and in rendering reports of attendance at drills. It is essential in carrying out the policy of the War Department that retired officers work harmoniously with the senior inspector-instructor of the State, and that advice given to State authorities be in strict conformity with the approved policy of the War Department and the methods of the senior inspector-instructor in carrying it out.

454. No Federal appropriations for the support of the National Guard are payable to retired officers for expenses incident to their duties with the National Guard. All such expenses must be paid from funds appropriated by the State, Territory, or District to which they are detailed.

455. Retired officers of the Regular Army may accompany the National Guard when ordered out by the Governor of a State for riot duty or other duty to suppress disorder or carry out the State laws.

456. Retired officers will render a quarterly report to the Chief of the Militia Bureau through the department commander on March 31, June 30, September 30, and December 31. This report will be for the same purpose as, and will be similar to, the quarterly report rendered by inspector-instructors. (See Par. 405.)

457. Retired officers of the Regular Army on duty with the National Guard will not be relieved from duty at the request of State authorities, except for cogent reasons. Any charges which may arise against them will be fully investigated and they will be given opportunity to reply thereto and submit such evidence as they may desire before any action looking to their relief will be taken by the War Department.

458. Whenever a retired officer of the Regular Army on duty with the Organized Militia is present at any assembly for armory drill and instruction including indoor target practice, of any company, troop

battery, or detachment, he will render a report of attendance thereat separately for each unit as provided for in paragraph 409.

459. The Federal appropriations made for the support of the National Guard are defined in an analysis circular published yearly from the Militia Bureau. Also the amounts under the several sub-appropriation headings apportioned to the several States, Territory of Hawaii, and the District of Columbia, for each year, except for the fiscal years 1919 and 1920, are promulgated in circulars issued by the Militia Bureau. It is important that retired officers on duty with the Organized Militia be thoroughly familiar with these circulars.

460. All communications relating to the duties, or affecting the status of retired officers of the Regular Army on duty with the Organized Militia will be addressed to or forwarded through the Chief of the Militia Bureau, except as provided in paragraph 826, Army Regulations, and the reports of armory and field inspections, and camps of instruction, which are made direct to department commanders.

461. Particular attention is called to Tables of Organization issued by the War Department in conforming to the provisions of the Acts of Congress. Retired officers should be familiar with these tables.

B. ATTENDANCE AT ARMY SERVICE SCHOOLS.

Officers.

462. When authorized by the President, upon the recommendation of the governors of their respective States or Territories or of the commanding general of the District of Columbia Militia, officers of the National Guard may attend and pursue a regular course of study at any Army service school except the United States Military Academy. The number and character of Army service schools to which National Guard officers are eligible will be published from time to time in circulars from the Militia Bureau.

Regulations governing these schools and information as to the courses of study, proficiency, and examination are published in orders from the War Department.

463. Except for admission to the Army War College, which will be governed by War Department Regulations, an officer must not be above the grade of colonel, must be of sound health, and must have such preliminary educational qualifications as will enable him to participate profitably in the course of instruction. Applications for admission to service schools will be submitted through military channels in time to reach the Chief of the Militia Bureau at least two months before the commencement of the school year.

464. Such officers as have complied with the necessary preliminary requirements and who may be selected by the Secretary of War as

candidates, will be authorized to report to an inspector-instructor for a written examination, the scope of which will be announced by the Chief of the Militia Bureau.

465. The course of instruction for National Guard officers will be the same as that for officers of the Regular Army, and they will, upon graduation, receive a diploma or certificate of proficiency in such subjects as have been satisfactorily completed by them and they will be classified in the same manner as Regular Army graduates of the service school.

466. When a National Guard officer is graduated from a school, the fact of his graduation will be reported by the commandant to the Chief of the Militia Bureau, who will notify the governor of his State or Territory or the commanding general of the District of Columbia Militia.

467. Each officer attending a school must provide himself, at his own expense, with the required textbooks and with the proper uniform of his own State, Territory, or District, and he shall observe the uniform regulations of the school which he is attending.

468. While in actual attendance at any Army service school, officers of the National Guard shall receive the same travel allowances and quarters, or commutation of quarters, and the same pay and allowances to which an officer of the Regular Army of the same grade would be entitled for attending such school: *Provided*, That the pay and allowances authorized shall in no case exceed those of a captain.

469. Leaves of absence will not be granted, except for exceptional reasons. The method of granting sick and ordinary leaves of absence will be the same as those prescribed in Army Regulations for officers of the Regular Army. The former will be limited to 20 days and the latter to 10 days within any one school year.

470. The attendance of officers of the National Guard pursuing a course of study at a service school shall be certified to by the commandant. If officers attend all sessions of the school during the month, the certificate shall cover the entire month; the inclusive dates of all absences shall be stated in the certificates, and these certificates will be filed with the officers' accounts for pay and allowances. The first account will also be accompanied by a copy of the authority under which officers reported at the school.

Enlisted Men.

471. When authorized by the President, upon recommendation of governors of their respective States or Territories or the commanding general of the District of Columbia Militia, enlisted men of the National Guard may attend and pursue a regular course of study at any Army service school appropriate to their arm of the service and to

which enlisted men of the Regular Army are eligible. The number and character of Army service schools to which enlisted men of the National Guard are eligible will be published from time to time in circulars from the Militia Bureau.

472. Under the provisions of section 2, act of Congress approved May 4, 1916, the President is authorized to appoint cadets to the United States Military Academy from among enlisted men divided in number as nearly equal as practicable between the Regular Army and the National Guard, between the ages of 19 and 22 years, who have served as enlisted men not less than one year, to be selected under such regulations as the President may prescribe.

These appointments will be made on the recommendations of the governors of the several States and Territories and the Commanding general, District of Columbia Militia, and correspondence relative thereto should be forwarded direct to The Adjutant General of the Army.

473. In order to be eligible for detail to attend service schools, enlisted men of the National Guard must be of sound health, of good moral character, and must have such educational qualifications as will enable them to participate profitably in the regular course of instruction at the school.

474. As a necessary preliminary to obtaining permission to attend a service school enlisted men of the National Guard must be recommended to the Secretary of War by the governors of their respective States or Territories or by the commanding general of the District of Columbia Militia. The recommendation in each case should be accompanied (*a*) by information as to the age of the applicant and length and character of his service in the National Guard, the course he desired to pursue, his educational qualifications, and his experience and instruction, if any, in the kind of work for which he requests instruction; and (*b*) by satisfactory evidence that the applicant is of sound health and of good moral character.

475. Upon receipt of authority to attend an Army service school enlisted men will be discharged and reenlisted for the organization to which they belonged, in order that the United States will derive the benefit of the service of such men for a full term of enlistment, and that no discharges will accrue while in attendance at Army Service Schools.

476. Enlisted men attending a service school must be provided with the proper uniforms of the organization to which they belong.

477. While in actual attendance at a service school enlisted men of the National Guard shall receive the same travel allowances and quarters, or commutation of quarters, and the same pay, allowance, and subsistence to which enlisted men of like grade in the Regular Army would be entitled for attending such school. They are not

entitled to pay or allowances while absent for a period in excess of 10 days.

478. If any enlisted man of the National Guard attending a service school should show inability to take the prescribed course with profit, or neglect his school work, or disregard orders, or show himself as being unsuitable to remain at the school, he will be relieved from the school and ordered to his home.

479. When an enlisted man of the National Guard is relieved from attendance at a service school, the commandant thereof will issue him a certificate of proficiency in those subjects which have been satisfactorily completed, and will inform the Chief of the Militia Bureau as to the course in which such enlisted man is proficient, with the view to conveying the information to the governor of the State or Territory or the commanding general of the District of Columbia Militia, as the case may be.

480. The accounts of officers and enlisted men attending service schools will be settled by the property and disbursing officer for the United States in the State or Territory or District of Columbia in which they are commissioned or enlisted.

C. OFFICERS AND MEN OF THE NATIONAL GUARD ATTACHED TO THE REGULAR ARMY FOR INSTRUCTION.

481. When authorized by the President, upon the recommendation of the governors of their respective States or Territories or of the commanding general of the District of Columbia Militia, a limited number of selected officers or enlisted men of the National Guard may be attached to the Regular Army for routine practical instruction at or near an Army post during a period of field training or other outdoor exercises. Applications for detail to duty with regular troops should be submitted through military channels in time to reach the Chief of the Militia Bureau at least two months before the commencement of the exercises.

482. Assignments will be limited to organizations of the same arm, corps, or department to which the officers or enlisted men of the National Guard belong.

483. Officers must not be more than 60 years of age, must not be above the grade of colonel, and must be of sound health. Applications from enlisted men will be limited to those who are noncommissioned officers, and the complete record and history of military service will be submitted with each application.

484. While participating in such exercises or practical courses of instruction officers and enlisted men of the National Guard will receive the same pay, allowances, and subsistence to which officers or enlisted men of the Regular Army of like grade would be entitled:

Provided, That in no case shall the pay and allowances of an officer exceed those of a captain.

485. The accounts of officers and enlisted men attached to the Regular Army for routine practical instruction will be settled by the property and disbursing officer for the United States in the State or Territory or District of Columbia in which they are commissioned or enlisted, and must be accompanied by a copy of authority under which the officer or enlisted man reported, together with certificate of the commanding officer of the Regular Army unit to which attached as to the presence of such student during the period for which he is paid.

D. ARMORY INSTRUCTION.

486. Training courses for each arm and corps will be published by the War Department. It will be the duty of inspector-instructors to prepare schedules covering the courses prescribed for their arms and corps and to supervise the execution of the details of such courses. Special reports will be made to the department commanders for reference to the Chief, Militia Bureau, of all neglects on the part of organizations to conform to the schedules.

487. Each company, troop, battery, and detachment in the National Guard shall assemble for armory drill and instruction, including indoor target practice, not less than 48 times each calendar year and not less than 24 times each semiannual period beginning January 1 and July 1 of each year. Each and every assembly shall be of at least one and one-half hours' duration.

488. The commanding officer of a company is responsible for the instruction, tactical efficiency, and preparedness for field service of his company, for its appearance and discipline, for the care and preservation of its equipment, and for the proper performance of duties connected with its pay, clothing, accounts, reports, and returns.

489. In the absence of its captain, the command of a company devolves upon the subaltern next in rank who is serving with it, unless otherwise especially directed by higher authority.

490. Captains will require their lieutenants to assist in the performance of all company duties and to exercise command of the company in field and armory instruction. They will ordinarily assign each of their subaltern officers to a specific position in the administration of the company and hold them responsible for results attained. One subaltern should be assigned to administrative duties, including the preparation of rosters, accounts, reports and returns, relieving the captain of the details of paper work required by regulations. One subaltern should be assigned to and placed in charge of the arms, equipment, and other property issued to the company. The assign-

ment of a subaltern to positions as given above does not relieve the captain of responsibility for the complete efficiency of the company and proper care of property, nor the subaltern for efficiency in his personal instruction and training.

491. As a condition to the payment of officers and enlisted men for armory service, in addition to their individual attendance, their average attendance at drills must be as follows:

(*a*) For officers and men of a company, troop, battery, or detachment, the attendance at armory drills for each semiannual period after January 1, 1920, must be 50 per cent or more of the actual commissioned strength of the company, troop, battery, or detachment for officers and be not less than 60 per cent of the authorized minimum enlisted peace strength of the company, troop, battery, or detachment for enlisted men, provided that credit for attendance at drills shall not be given unless the period of actual military instruction participated in by each officer and enlisted man at each assembly, exclusive of rests and interruption, is at least one and one-half hours in duration, and provided further that the character of the instruction is such as may be prescribed by the Secretary of War. Credit for drill attendance of company officers and enlisted men will not be allowed on account of time occupied with correspondence schools. (*Changes No. 1, Dec. 18, 1919.*)

(*b*) The commanding officer of a company, troop, or battery may designate not to exceed one officer, one noncommissioned officer, and one private who may be authorized to spend the drill period in work on the company records, care of arms, equipment, and property, preparation of work for noncommissioned officers' schools, and conduct of authorized examinations.

(*c*) The word "drill" will not necessarily be restricted to tactical evolutions, but it may be interpreted to include practical and theoretical instruction in duties pertaining to the special arms or in such subjects as guard duty, care of the rifle, equipment, and special arms, instruction in tent pitching, combat, patrols, outposts, minor tactics, problems on the sand table, field fortifications, talks on marches, camps, care of the feet, sanitation, first aid to the injured, making and breaking camp, packing wagons, railroad transportation, care of animals, making of pay rolls, military courtesy and customs of the service, the Articles of War, gallery practice, instruction and examination of gunners, rated men, and noncommissioned officers.

(*d*) A company may participate in an out-door exercise or maneuver and take credit for the same as an armory drill, provided that such exercise or maneuver shall be of not less than one and one-half hours' duration.

(*e*) Credit for not to exceed one assembly for armory drill in any one week and not to exceed eight such credits in any one calendar year may be given to a soldier for participation in target practice on a

rifle range, provided that the target practice shall be supervised by a commissioned officer, and that not less than 8 enlisted men of the same company, troop, or battery shall be present and engage in target practice for a continuous period of not less than 1½ hours, and provided further that the above provisions shall not apply to camps of instruction for field training or for camps for rifle practice.

(*f*) Credit for more than one drill will not be allowed for any one day, except by special authority of the Secretary of War.

Drills.

492. For all organizations:

(*a*) Two drills held within a week (commencing Sunday and ending Saturday, inclusive) may be counted as one assembly: *Provided*, That the attendance at each drill be not less than one officer and 30 per cent of the authorized minimum enlisted strength, or of the enrolled strength where it exceeds the authorized minimum of a company, troop, battery, or detachment; *Provided further*, That credit can not be claimed for the attendance of the same personnel at both drills and no officer or enlisted man can secure credit for more than one drill of this character even though he may attend both, and his attendance at one drill and not both drills shall be considered in computing the percentage required for the semiannual period: *Provided further*, That the average attendance required for each semiannual period as prescribed in paragraph 491(*a*) above is not in any manner waived or changed.

(*b*) The drills authorized in this paragraph will be recorded separately on proper forms, using a column for each drill to show the attendance thereat.

(*c*) Officers and enlisted men in a company, troop, battery, or detachment can not qualify for pay separately. Both officers and enlisted men must have the required average attendance for the semiannual period for either class to receive pay.

493. In order to receive credit for drill, a member of an organization must drill or participate in exercises with his own organization. However, the personnel of headquarters and supply companies or troops is such as to permit certain exceptions to be made to this regulation without loss of efficiency in the training of these organizations. The exceptions authorized are fully stated below:

Headquarters Company, Troop, or Detachment.

(*a*) The commanding officer, regimental sergeant major, color sergeants, first sergeant, mess sergeant, supply sergeants, stable sergeant, sergeants, sergeant bugler, corporals (Field Artillery), cooks, buglers (Field Artillery), mechanic (Field Artillery), privates, first class, and privates, will be located at one station. Credit for drill

will be given these members only for drills or exercises with this portion of the company.

(*b*) The battalion or squadron sergeants major are authorized to be located at the stations of their respective battalion or squadron commanders, and credit for drills will be given them for periods of instruction given them by their respective battalion or squadron commanders or battalion or squadron adjutants.

(*c*) The band section is authorized to be located at a station other than that of its company or troop, provided there is a commissioned officer and an organization of the same arm at that station, and credit for drills will be given, provided the drills or exercises are supervised by a commissioned officer.

(*d*) Horseshoers, saddlers, and wagoners are authorized to be located at a station other than that of the company or troop, where a company, battery, or troop of the regiment is stationed, provided there are no animals issued to the headquarters company or troop, and credit for drills will be given when they drill with an organization of their own arm, provided they are horseshoers, saddlers, or teamsters, respectively, by occupation.

(*e*) When all of the batteries of a Field Artillery regiment are not located in one place, one battalion section and one officer of a headquarters company or a supply company may be located at a station other than that of its company and credit for drills will be given. Where battalion sections have been so located, credit for drills given to such sections under a commissioned officer is authorized.

(*f*) Master engineers will be used as instructors with any companies of the battalion or regiment to which they belong, and may be located at such stations as will best permit them to carry out such duties, and will be given credit for drills or exercises which they attend in that capacity.

Supply Company, Troop, or Detachment.

(*g*) Commissioned officers, regimental supply sergeants, first sergeants, mess sergeants, stable sergeants, corporals, cooks, and privates (Field Artillery), will be located at one station. Credit for drill will be given these members only for drills or exercises with this portion of the company.

(*h*) Detachments of headquarters and supply companies or troops authorized for battalions of Field Artillery and squadrons of Cavalry not forming a part of a regiment will be located at one station, except horseshoers, saddlers, and wagoners. Credit for drill will be allowed the members of these detachments only for drills or exercises with their own detachments. The exceptions extended to horseshoers, saddlers, and wagoners of headquarters and supply

companies will be extended to these members of detachments of headquarters and supply companies.

(*i*) The attendance of any member of a headquarters or supply company or troop, or of a detachment of a headquarters or supply company or troop authorized to drill with a company or troop other than his own, will be recorded on the form "Record of monthly attendance at drills" with the organization with which he drills. However, it will be the duty of his company or troop commander to secure evidence of his attendance at such drill and report the attendance of such member on the form "Record of monthly attendance at drills" of his own company or detachment.

HEADQUARTERS AND STAFF.

(*j*) Colonels, lieutenant colonels, and majors will be required to attend the number of assemblies for armory drill and instruction, and of the same duration as prescribed for officers of companies. Their duties will consist of participating in tactical evolutions with their commands when the latter are drilled as units, close supervision of the training, appropriate practical work in administration, and such administrative and tactical studies and exercises as may be prescribed by the inspector-instructor. They will visit the various units of their commands and exercise a constant and close supervision of the manner in which the prescribed drills and exercises are executed, and will conduct a critique at the end of each drill witnessed. Their remarks will include an enumeration of the deficiencies observed and a statement of the means to be taken to correct them.

(*k*) Staff officers and noncommissioned staff officers of a regiment, battalion, or similar command will be required to attend the number of drills and of the same duration prescribed for officers of companies. Their duties will consist of participating in tactical evolutions with their commands when the latter are drilled as units, and of appropriate administrative and tactical studies and exercises prescribed by the inspector-instructor when their commands are not so drilled.

(*l*) Staff officers (except those commanding companies, troops, and sanitary units) of The Adjutant General's Department, Inspector General's Department, Judge Advocate General's Department, Quartermaster Corps, and the Ordnance Department will be required to attend the number of assemblies for drills and of the same duration prescribed for officers of companies. Their duties in uniform in armory office will consist of appropriate practical work in administration, supply, mobilization, equipment, and records, and in such administrative and tactical studies and exercises as may be prescribed by the inspector-instructor in carrying out the program prescribed by the War Department.

494. The enlisted personnel of staff corps and departments assigned to divisions and of State administrative staff and brigade headquarters detachments will be required to attend the number of assemblies for drill, such assemblies to be of the same duration prescribed for companies. Their duties in uniform in armories, arsenals, and storehouses will consist of appropriate practical work in administration, supply, mobilization, equipment, and records, and in such appropriate studies and exercises as may be prescribed by the inspector-instructor.

495. The location of the enlisted personnel of staff corps and departments assigned to divisions and of State administrative staff will be such that they may be instructed by the officers of their own corps or department, and no such enlisted man should be stationed at a town where there is no officer of his corps or department.

496. Aids-de-camp will be required to attend drills with the organizations from which they are detailed, or to which they are attached, as required for company officers.

497. Chaplains will be required to be in armory or in camp, available for consultation, for an equal number of periods of the same duration prescribed for officers of companies. Credit will be given for sermons delivered to a military command or visits to sick soldiers in hospital or at their homes. Chaplains are charged with the welfare and entertainment of enlisted men.

498. General officers will be required to visit the various units of the commands for the purpose of inspection. It is not intended that their visits will be occasions of ceremony as a rule, but that they will time their trips so as to observe the troops in their routine drills and training. A definite number of trips is not prescribed, but general officers will be expected to keep themselves informed as to the proggress of all the units in their commands, both as to training and equipment, and as to their general efficiency. At each visit of inspection they will conduct a conference and direct means calculated to correct the deficiencies which are observed. They will also submit efficiency reports on commissioned officers and formal recommendations to the adjutant general of the State, covering defects which they are unable to remedy. When practicable, the inspection visits of general officers will be made in company with inspector-instructors.

499. In addition to such requirements as may be prescribed in the special regulations for the instruction of officers of the Medical Corps, the State, territorial or district surgeon of a State, Territory, or the District of Columbia, will be required to make official visits to sanitary detachments and units for the purpose of observing the progress of their training, condition of their equipment, and general efficiency. The total number of such visits during a semiannual period must be not less than three, and, if practicable, the itineraries will be arranged

so that all sanitary troops will be visited at least once during a semi-annual period.

500. Field and staff officers who do not reside at the station of their command will be required to take such correspondence courses, in lieu of attending drills, as may be prescribed by inspector-instructors.

501. The expense incident to the travel of general officers, field officers, staff officers, and noncommissioned staff officers in attendance at drills prescribed for them is not a proper charge against Federal funds.

502. The commanding officer of each company, troop, battery, and detachment shall keep, on a form furnished by the Militia Bureau, a monthly record, in triplicate, of each officer and enlisted man of his organization at every drill or assembly for instruction, showing the name of the person, the date of the drill, the period during which he was actually present and under instruction in uniform, and the character of the drill and instruction for the entire period. This roster of attendance certified to by the senior officer on duty with the organization will be again certified to by the battalion commander or officer of corresponding command, providing he is on duty at the station of the company, and delivered or mailed to the regimental commander immediately after the last drill or instruction of each month. Regimental or separate battalion, company, troop, battery, and detachment commanders will forward the original reports of attendance directly to the department commander, and the duplicate copies to the adjutant general of the State. The triplicate copies will be retained in the organization records.

Battalion commanders and officers of corresponding command will ascertain that it represents an exact statement of the drill and instruction undergone during the monthly period.

503. A monthly record of attendance will be kept on the form and as prescribed for companies, as follows:

(*a*) For general officers, aids-de-camp, and staff officers of a division or brigade commander by the senior officer.

(*b*) For the field and staff officers, chaplains, and noncommissioned staff officers of a regiment, separate battalion, or similar command by the regimental, separate battalion, or similar commander.

(*c*) For the officers of staff corps or detachments not provided for above, by the senior line officer at the station or town of said officer.

(*d*) It will be the duty of all officers to see that their attendance at armory drill and instruction is duly reported as required by these regulations.

(*e*) One copy of each of the rosters of attendance required above will be forwarded by the officer named directly to the department commander at the end of each month and a duplicate copy to the adjutant general of the State.

504. Armory drills will be supplemented by such armory schools, courses, and questions and answers, as may be prescribed by the War Department for officers and enlisted men. Inspector-instructors will conduct these courses and the examinations thereon in accordance with the directions in each case. It shall be the duty of officers and enlisted men of the National Guard to pursue the studies prescribed in such armory schools, correspondence courses, and questions, and to take the examinations thereon. All stationery, maps, and material required for such armory schools and correspondence courses will be procured by requisition upon the Chief, Militia Bureau, the cost thereof, to be charged against the State's apportionments under section 67 of the Act of June 3, 1916.

E. FIELD INSTRUCTION.

(See secs. 94, 95, 96, and 97, act of June 3, 1916.)

505. Each company, troop, battery, and detachment in the National Guard shall participate in encampments, maneuvers, or other exercises, including outdoor target pratice, at least 15 days each year, unless excused from participation in any part thereof by the Secretary of War.

506. To insure progress and uniformity in instruction, the Militia Bureau will formulate on or before March 1 of each year a general scheme of instruction for the ensuing summer period for the information of department commanders and Coast Artillery district commanders. Subject to the requirements of the general scheme and to the limitations imposed by available funds, department commanders will, after direct correspondence with the adjutants general of the States, initiate plans for summer camps for the National Guard within their respective departments.

507. Based upon the general scheme of instruction referred to in the preceding paragraph, programs of instruction for the National Guard at encampments or field exercises will be prepared under the direction of the department commander well in advance of the date set for the encampment or exercise. Programs for coast-defense exercises will be submitted in a similar manner and for final approval to the commanding officer of the Coast Artillery district in which the exercises are to be held. Copies of all programs of instruction will be sent through department commanders to the Chief of the Militia Bureau by those preparing them. Programs will provide for a daily period of instruction of not less than 8 hours, Sundays and holidays excepted.

508. Subject to such general directions as the Secretary of War may issue to insure uniformity in the instruction of the National Guard, department commanders will have charge of all encampments,

maneuvers, and other exercises of the National Guard held in their respective departments.

509. The Regular Army personnel necessary for instruction at authorized encampments and maneuvers and for field or coast-defense exercises of the National Guard will be provided through direct correspondence between the adjutants general and commanders of departments in which the State is located.

510. Of the officers sent to attend encampments, manuevers, or field or coast-defense exercises, including inspector-instructors regularly detailed with the National Guard, as many will be assigned by department commanders to make the field inspections as may be necessary, the number usually not to exceed one for each battalion. When practicable, officers will be assigned to their own arms of the service for inspection duty. Reports of field inspections will be made on the prescribed forms and forwarded to the Chief of the Militia Bureau through department commanders.

511. Inspector-instructors and sergeant-instructors will be at the disposition of department commanders during the summer encampment period, and will be available as instructors at any authorized National Guard camp, manuever, field or coast-defense exercise within the limits of the department.

512. Credit for attendance at encampments, maneuvers, or exercises shall not be given unless the average number present for duty during the encampment period shall exceed 50 per cent of the prescribed minimum strength of officers and be not less than 80 per cent of the prescribed minimum strength of enlisted men of the company, troop, battery, or detachment; nor unless the periods of actual military duty and instruction participated in by each officer and enlisted man on each day on which he shall be credited as having been present, and the character of training engaged in, shall be such as may be prescribed by the Secretary of War for the encampment. In order to receive credit for attendance all men present, except cooks or kitchen police and noncommissioned officers in charge of quarters or camp, and those on sick report, must actually participate in the maneuvers, target practice, or other exercises. No officer or enlisted man shall receive pay for attendance at such encampment, maneuver, or exercise unless he shall have been present and participated during at least one-half of the number of days authorized for attendance of the organization to which such officer or enlisted man belongs.

513. Unless otherwise directed by department commanders, it shall be the duty of the inspector-instructor or other regular officer detailed as instructor at such camps to verify the attendance in his organization at each day's duties and to report to the senior inspector-instructor the attendance of officers and enlisted men with the char-

acter of instruction pursued and the time devoted to the exercises prescribed in the approved program of instruction.

514. The location and suitability of the camp sites and ranges for encampments, maneuvers, or other exercises, for field or coast-defense instruction and outdoor target practice shall be determined or approved by the Secretary of War, or by department commanders under instructions from the Secretary of War.

515. No bills should be contracted or obligations incurred by any officer of the National Guard in connection with the participation of the National Guard in joint camps of instruction or maneuvers, providing for payment to be made by the United States, except in accordance with the provisions of the National Guard Regulations and the acts of Congress appropriating funds for the support of the National Guard.

516. Requisitions for supplies for joint encampments of instruction must be made to the proper supply officers of the Regular Army in charge of issuing supplies thereat, and should specify, as near as possible, the exact quantities of supplies that will be required. The military authorities of the States, Territories, and the District of Columbia should inform the supply officer of the camp as far as possible in advance of the date of the joint exercises or encampments the probable quantities of supplies of each kind that will be required in anticipation of the requisitions that will be submitted to the supply officers later at the encampments.

517. Care should be exercised that no supplies in excess of absolute necessity are requisitioned for. The cost of any supplies ordered, if met from Federal funds, must be charged against funds under the subappropriation "General expenses, equipment and instruction, National Guard," apportionment for "Equipment and incidental expenses," provided sufficient funds remain to the credit of the State, Territory, or District of Columbia, otherwise from funds other than Federal.

518. As the National Guard while participating in joint maneuvers or encampments is not "called forth" in the manner or for any of the purposes prescribed in the Constitution, they continue to be State forces and do not at any time pass into the service of the United States.

519. Officers and enlisted men of the National Guard while attending national rifle contests or joint camps of instruction may be admitted to field hospitals of the Army on the approval, respectively, of the executive officer of the national matches or the commanding officer of the joint camp of instruction. For subsistence charges in above case, see paragraph 724.

520. Officers of the National Guard not belonging to organizations attending maneuvers may be assigned to duties of grades corresponding to those held by them, respectively, to fill vacancies which may exist temporarily in such organizations, and may be paid the pay due their grade from Federal funds for the performance of such duties. They shall be entered on pay rolls, in red ink, after the roll proper, and reported as "attached."

521. Each command must be mustered for pay as provided in paragraph 720. For regulations governing pay, transportation, and subsistence of the National Guard while participating in encampments, maneuvers, or other exercises, including outdoor target practice, see Article XV.

F. TARGET PRACTICE AND COMPETITIONS.

Target Practice.

522. Outdoor target practice is included under the classification of encampments and maneuvers in section 92, act of June 3, 1916. Outdoor target practice must therefore be in the nature of camps of instruction under canvas or in cantonments to be credited as part of the 15 days in training required by the act, or to entitle the members of the National Guard to pay, transportation, and subsistence, except that when authorized by the department commander, detachments of not less than 1 officer and 8 enlisted men from the same organization may engage in outdoor target practice in accordance with properly prepared schedules.

523. All small-arms target practice will be conducted in accordance with the provisions of the Small-Arms Firing Manual and other regulations of the War Department. The expenditure of ammunition, issued by the Federal Government, for purposes other than those authorized in the Small-Arms Firing Manual and other regulations of the War Department, is prohibited. Officers and enlisted men not belonging to organizations armed with the rifle, pistol, or machine gun are not authorized to participate in small-arms practice.

524. All practice must take place under the immediate supervision of a commissioned officer of the National Guard, who shall be responsible that the requirements of the regulations are complied with.

525. Regulations concerning the disposition of empty cartridge cases, empty packing boxes, bandoleers, and clips, derived from the expenditure of small-arms ammunition issued to the National Guard by the Ordnance Department, are contained in paragraphs 907 and 908.

526. Under the provisions of Small-Arms Firing Manual, company and regimental figures of merit will be calculated by multiplying—

The number of expert riflemen (including hold-over expert riflemen)	by 120
The number of sharpshooters	by 110
The number of marksmen	by 100
The number of first-class men	by 60
The number of second-class men	by 40
The number of unqualified	by 0
Total	

(*a*) The company figure of merit is obtained by dividing the sum of the products by the total number in the six classes, provided the total number equals or is below the prescribed minimum strength of officers and men of the company. When the total number in the six classes is greater than the prescribed minimum strength of officers and men of the company the divisor will be the actual commissioned and enlisted strength of the company diminished by the number of officers and enlisted men authorized but not required to fire, who did not fire.

Figure of merit will not be separately computed for headquarters, machine-gun, and supply companies.

(*b*) The regimental figure of merit will be obtained by taking the total number of the different classes for the entire regiment, multiplied by the proper multiplier, and divided by the authorized minimum strength of officers and men where the strength of the organization equals or is below the minimum, and by the actual number in the organization where the total is in excess of the minimum strength. Those authorized but not required to fire will be included only when they do fire.

(*c*) Acting inspectors of small-arms practice are not recognized as a part of the National Guard by the War Department and should not be considered in computing figure of merit. The report of small-arms firing should be signed by the commanding officer of the camp where the firing was conducted in place of the inspector of small-arms practice.

527. The figure of merit for the National trophy awarded annually by the War Department will be computed by multiplying.

(*a*) The number of expert riflemen, sharpshooters, marksmen	by 1.00
(*b*) The number of first-class men	by .60
(*c*) The number of second-class men	by .40

And adding the products thus obtained.

Who will Fire—Known Distance Practice—Required to Fire.

528. All officers and enlisted men of regiments of Infantry, Cavalry, and Engineers, and of mounted battalions of Engineers, except

those authorized but not required to fire, and except bandsmen, will fire.

All officers and enlisted men of companies of Coast Artillery will fire Special Course A.

Authorized but not Required to Fire.

529. Staff departments, except medical and chaplains, all officers and enlisted men.

Staff Corps, all officers and enlisted men.

Field and staff officers of regiments of Infantry, Cavalry, and Engineers, of mounted battalions of Engineers, and of the Coast Artillery Corps.

Enlisted men of headquarters, supply, and machine-gun troops and companies of Cavalry and Infantry. Enlisted men of regiments and mounted battalions of Engineers who do not belong to companies. Noncommissioned staff officers of the Coast Artillery Corps.

All officers enumerated above of over 10 years' commissioned or commissioned and enlisted service, except officers of the Medical Department and chaplains, are authorized but not required to fire.

Cooks may be excused from firing.

Officers and enlisted men authorized but not required to fire, and who are not on duty with a company or troop which takes target practice, will, if they fire, be attached to organizations for practice and will be classified on the report of the organization to which so attached.

530. Small arms practice will be recorded on the following forms:

No. 70, M. B.—Individual record—All arms—Rifle practice.

Nos. 75 and 75(*a*) M. B.—Companies Infantry, Cavalry, and Engineers—Small-Arms Practice.

Nos. 15 and 15(*a*) M. B.—Regiments, separate organizations Infantry, Cavalry, and Engineers. Adjutants general of States—Small-Arms Practice.

No. 409, A.G.O.—Special Course "A," Companies Coast Artillery—Rifle practice.

No. 305, A.G.O.—Individual record—All arms—Pistol Practice.

No. 308, A.G.O.—Classification companies, Field Artillery and Coast Artillery—Pistol practice.

531. The annual report of small-arms firing rendered by the adjutants general of States should show the consolidated reports of regiments and separate organizations of Infantry, Cavalry, and Engineers in rifle and pistol practice; pistol practice for Field Artillery, and pistol practice and rifle practice Special Course "A" for Coast Artillery, omitting the figure of merit.

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Rifle Camps of Instruction.

532. Rifle camps of instruction must conform in all respects to the regulations governing field instruction, (pars. 505 to 521 inclusive).

The executive personnel will be detailed from the officers of the organizations participating.

533. Markers, telephone men, and laborers will ordinarily be detailed from the organizations participating in target practice. Where, however, it is specifically shown that this procedure would increase the number of days necessary for the camp, and thereby increase the total cost of the same, markers may be employed at a rate not to exceed two markers for every ten enlisted men or major fraction thereof in excess of five participating in small-arms practice and firing on each and every day of service, and at a rate of pay not to exceed 25 cents per hour for each hour of actual employment as such, but no marker or telephone man shall receive pay in excess of $2 per day. Civilians employed for this purpose are paid from the apportionment for "Rifle practice and target ranges." Enlisted men of organizations not participating in the encampment may be employed and paid as civilians. Payments for transportation or subsistence are not authorized to civilians or enlisted men employed as such. Vouchers covering the pay of markers will be accompanied by a certificate of the executive officer that the conditions of this paragraph have been complied with.

534. The necessity of using telephones on rifle ranges must be clearly set forth and have the approval of the governor of the State or Territory, or the commanding general of the District of Columbia Militia, together with his certificate that the expense was for the use of the National Guard and essential for the promotion of rifle practice. The same requirements govern an expense in connection with repairing telephones.

Rifle Competitions.

(Secs. 92, 109, 110, act of June 3, 1916.)

535. Service at rifle competitions will not be reckoned in the assemblies for drill and instruction nor as part of period of encampment or maneuvers prescribed in section 92. Periods of service at competition under Federal pay are periods for which officers and enlisted men are lawfully entitled to the same pay as officers and enlisted men of the corresponding grades in the Regular Army, in the meaning of sections 109 and 110, act of June 3, 1916, and such periods can not therefore be reckoned in periods for which compensation is paid under the provisions of those sections.

536. Pay for officers and pay and subsistence for enlisted men who are members of the national rifle team of a State, or are included

in the additional personnel authorized in orders of the War Department, are authorized for the following periods, viz:

Fourteen days' preliminary practice, exclusive of the preliminary team practice allowed by the national match rules after arrival at the national match range; and

The period of the national match, including the period of authorized matches held in conjunction with the national matches and the necessary time of travel in going to and returning from the national match range.

Pay and subsistence for the above periods except subsistence during the period of the national match are payable from funds under the subappropriation "Expenses, camps of instruction," appropriation "Arming, equipping, and training the National Guard." Expenses other than pay during the period of the national match are met from funds specially appropriated for the national match.

537. Competitions held for the purpose of selecting a national rifle team must conform in all respects to the rules hereinafter prescribed for State competitions.

538. Interstate rifle competitions are not authorized, except after special approval in each case of the War Department. To obtain authority for this purpose the entire scheme must be submitted to the War Department, and conditions under which the competition can be carried out as a charge against Federal funds must be specifically described. Each State planning to participate must submit an application to the Militia Bureau, with a certificate showing that at least 75 per cent of the National Guard of the State armed with the rifle have fired the prescribed course in small-arms firing during the current season. Before the expenses of a State team can be paid from Federal funds for participation in an interstate competition specific authority in the case of each team must be obtained from the Secretary of War.

539. Pay and transportation for officers and pay, transportation and subsistence for enlisted men participating in State rifle competitions are payable from the funds under the sub-appropriation "Expenses, camps of instructions," appropriation "Arming, equipping, and training of the National Guard," provided the following conditions are complied with, viz:

(*a*) The competition shall include in the course of fire for each competitor the record practice, Regular Army course. For competitors belonging to organizations all of whose members are armed with the pistol, it shall include the record practice, dismounted pistol course, as prescribed in Small-Arms Firing Manual.

(*b*) To be eligible as a competitor an officer or enlisted man must belong to an organization armed with the rifle in which not less than

75 per cent enlisted strength shall have completed the prescribed course of target practice during the current target year.

(*c*) There must be present and participating on each and every day of the competition at least 40 competitors. No officer or enlisted man shall be eligible as a competitor who during the year in which the competition is held has not previously completed the prescribed course of rifle practice, or in the case of pistol competitions, who has not completed the prescribed course of dismounted pistol practice.

(*d*) At least two-thirds of the total number of competitors shall be enlisted men who in their organizations are armed with the rifle, or, in the case of pistol competitions, enlisted men who in their organizations are armed with the pistol.

(*e*) Officers of grades higher than that of captain shall be ineligible as rifle competitors.

(*f*) No officer or enlisted man shall be eligible to attend competitions with the same arm (i. e., rifle or pistol) as a competitor for more than three years in succession.

(*g*) No person shall be paid as a competitor in State rifle competitions for more than 10 days in any one calendar year.

(*h*) Pistol competitions are authorized only in conjunction with rifle competitions or camps of instruction. The attendance of officers or enlisted men at competitions for the sole purpose of competing with the pistol is not authorized except from organizations not armed with the rifle.

540. The authorized executive personnel at State rifle competitions shall not exceed the following:

Where organizations represented in the competition do not exceed 50 companies or similar organizations: 1 executive officer, of grade not to exceed that of major, who shall also act as chief range officer; 1 adjutant, of grade not to exceed that of captain, who shall also act as statistical officer; 1 quartermaster, of grade not to exceed that of captain; 1 medical officer, of grade not to exceed that of captain, and assistant range officers of grade not to exceed that of captain, and at the rate not to exceed 1 for every 20 competitors or major fraction thereof.

Where the organizations represented in the competition exceed 50 companies or similar organizations: 1 executive officer, of grade not to exceed that of colonel; 1 adjutant, of grade not to exceed that of major, who shall also act as statistical officer; 1 quartermaster, of grade not to exceed that of captain; 2 medical officers, one of whom shall be of grade not to exceed that of major and the other that of captain; 1 chief range officer, of grade not to exceed that of captain; and assistant range officers of grade not to exceed that of captain, and at the rate not to exceed 1 for every 20 competitors or major fraction thereof.

541. Enlisted men or civilians may be employed as markers and scorers at State rifle competitions at a rate not to exceed 3 markers and scorers for every 10 competitors present on each and every day of the competition; not to exceed 1 enlisted man or civilian for every 50 competitors present on each and every day of the competition is authorized as assistant to the statistical officer. Two enlisted men or civilians for every 10 targets or major fraction thereof, or for every butt where a butt contains 5 or more targets, may be employed as telephone operators. Two privates or civilians as laborers for every 50 competitors or major fraction thereof present on each and every day of the competition may be employed. Not to exceed 2 enlisted men of the Hospital Corps are authorized for the purpose of caring for the sick. Enlisted or civilian cooks are authorized at a rate not to exceed 1 for every 30 enlisted men or major fraction thereof herein authorized to attend the competition. Civilians employed under the provisions of this paragraph are paid from the apportionment for "Rifle practice and target ranges" and enlisted men from the apportionment for "Equipment and incidental expenses" not to exceed the rate of pay prescribed in paragraph 533 of these regulations.

542. All expenses of competitions paid from Federal funds must be paid from the appropriations under section 67, act of June 3, 1916, except where special appropriations have been made by Congress for such expenses.

543. The provisions governing State competitions apply to all rifle and pistol competitions held within a State in which troops of that State only participate.

544. The disbursement of Federal funds for cash prizes or for prizes consisting of articles of merchandise is not authorized. An annual expenditure for medals or trophies at a rate not to exceed $100 per regiment and a proportional amount for separate organizations is authorized.

545. A trophy shall be awarded by the War Department annually to that company of Infantry, Coast Artillery, Engineers, or troop of Cavalry of the National Guard of each State, Territory of Hawaii, and the District of Columbia firing the course of rifle practice prescribed for infantry, which attains the highest figure of merit computed in accordance with instructions given in paragraph 527, provided that the trophy shall not be awarded to any organization in which the number of men qualifying as second-class men or better is less than 75 per cent of the total enlisted strength borne on the rolls of the organization during the period from June 1 to September 30. On March 1 of each year the adjutants general of the several States, Territory of Hawaii, and the District of Columbia shall

report to the Secretary of War, through the Chief of the Militia Bureau, the name of the organization to which the award is to be made for the past year in accordance with the provisions of this paragraph, together with a copy of the report of small-arms firing of the organization. This report will be accompanied by a certificate of the adjutant general of the State, Territory of Hawaii, or District of Columbia to the effect that to the best of his knowledge and belief the scores set opposite the name of each officer and enlisted man are bona fide scores, made as prescribed in the Small Arms Firing Manual. Upon receipt of the certificate from the War Department making the award of the trophy the adjutant general of the State, Territory of Hawaii, or the District of Columbia will present the trophy to the organization, to be retained by it for one year, together with the certificate, which will become the permanent property of the organization. State authorities are responsible for the safekeeping of the trophy, and are obliged to replace it in event of its loss or destruction.

ARTICLE XI.

UNIFORM.

A. National Guard.

546. The uniform of the National Guard will be that prescribed in the Regulations for the Uniform of the United States Army with the exceptions hereinafter stated.

547. Uniforms issued to the National Guard and paid for from Federal appropriations are the property of the United States, and they will not be worn by members of the National Guard except upon official occasions, including mobilization, assemblies for armory training, target practice, camps of instruction and field training, parades, and reviews. They may be worn on social occasions only at assemblies at the authorized armory when authorized or required by the commanding officer concerned. The wearing of uniforms on private social occasions is expressly prohibited. The wearing of mixed uniform and civilian dress is prohibited.

548. Officers and enlisted men of the National Guard not in the service of the United States are authorized to wear as part of their uniform such National Guard medals and badges as are authorized by their respective State laws or regulations. When such badges and medals are worn they will be worn on the left of the medals and badges authorized in the Regulations for the Uniform of the United States Army.

549. Under the provisions of Section 125 of the National Defense Act of June 3, 1916, authorizing the Secretary of War to designate organizations that may wear their prescribed uniforms, the military organizations of each State, Territory, and the District of Columbia constituted by the laws thereof, and including all members thereof, whether members of the National Guard or not, are designated as organizations whose members may wear their prescribed uniforms: *Provided*, That where such prescribed uniforms are similar to the uniforms legally prescribed for the United States Army, Navy, or Marine Corps, distinctive marks and insignia shall be worn as a part thereof as herein prescribed.

550. Adjutants general and officers of the staff corps and departments of States, Territories, and the District of Columbia, and organizations of the National Guard recognized as such by the War Department under the act of June 3, 1916, shall wear collar ornaments and insignia as prescribed below:

BRONZE METAL.

(*a*) For all officers of the federally recognized National Guard the letters "U. S." in gothic design, five-eighths inch high, each letter followed by a period, with letters forming the authorized abbreviation of the name of the State, not to exceed four letters, one-fourth inch high, in gilt metal, superimposed thereon. All superimposed letters will be gothic design.

(*b*) The letters "U. S." with the State abbreviation superimposed, will be worn 1 inch from each end of the collar, with a suitable space between the letters, and placed midway between the upper and lower edges of the collar.

(*c*) The insignia of the corps, department, or arm of service, and the insignia of aids and chiefs of staff will be worn five-eighths inch from the letters "U. S." next to letter farthest from opening of collar.

For all enlisted men of the federally recognized National Guard:

(*d*) On the right side of collar, a disk one inch in diameter, with raised rim encircling the letters "U. S." in bronze, with the letters forming the authorized abbreviation of the name of the State, not to exceed four letters, superimposed thereon in bright metal; the disk will also bear below the letters "U. S." the number of the regiment, or other numbered unit when applicable. When there is no unit number the "U. S." will be in the center of the disk.

(*e*) On the left side of collar, a disk one inch in diameter with raised rim, encircling the device of the corps, department, or arm of the service; this disk will also bear in the lower angle of the device (except in Engineer companies where the letter will be above the middle turret) the company letter for men in troops, batteries, or companies, except headquarters, machine gun, and supply companies, which will bear the letters "H. Q.," "M. G.," or "S.," respectively.

(*f*) Disk insignia will be worn on the service coat, edge of disk to be 1 inch from the end of the collar, and the disk to be midway between the upper and lower edges of the collar.

B. State Forces.

551. The executive, administrative, and supply staff officers and aids to the governor, and all other officers duly appointed, and enlisted men of State guard or State militia troops organized and maintained under State laws, but who are not recognized as legally constituted National Guard officers, enlisted men, or forces within the meaning of the Act of Congress approved June 3, 1916, shall wear—

(*a*) On overcoats, raincoats, dress and full dress and service coats, and on olive-drab shirts when worn without a coat, a scarlet five-pointed star of cloth or felt, measuring 1 inch from its center to

each point thereof, on the outside of each sleeve and centered 1½ inches from the lower end thereof.

(*b*) Collar ornaments, bronze: Any selected by the State except disks resembling those used by the Regular Army in size, shape, or device, or those used by the United States Navy or Marine Corps.

(*c*) All sleeve braid, including overcoats: Any color except those prescribed for Regular Army, Navy, or Marine Corps—viz, brown, gold, yellow, or black.

(*d*) For distinctive cap or hat device, the coat of arms of the State or any other device except the coat of arms of the United States worn by the United States Army and the cap devices used by the United States Navy and Marine Corps.

552. For Home Guards, State police, constabulary, defense leagues, etc.:

(*a*) Half brassard: Two inches wide, plain cadet-gray felt, across and outside left arm from seam to seam midway between elbow and shoulder to be sewed on overcoat, blouse, and shirt when worn without blouse.

(*b*) Collar ornaments, bronze: Any selected by the State except disks resembling those used by the Regular Army in size, shape, or device, or those used by the United States Navy or Marine Corps.

(*c*) Sleeve braid: Any color except those prescribed for Regular Army, Navy, or Marine Corps—viz, brown, gold, yellow, or black.

(*d*) For distinctive cap or hat device, the coat of arms of the State or any other device except the coat of arms of the United States worn by the United States Army, and the cap devices used by the United States Navy and Marine Corps.

553. The above requirements apply only when the State uniform in any given case is *similar* to one or more of the United States uniforms specified. If the uniform adopted by any State for any organization is wholly unlike any of the uniforms used by the Army, Navy, or Marine Corps in material, color, or cut, so as to be clearly distinguishable from such United States uniforms, then the foregoing regulations do not apply.

554. The statute cited in paragraph 549 above is a penal statute, and the final decision as to its infraction in any case can be made only by a competent criminal court.

555. Chevrons, indicating noncommissioned-officer grades, will be worn on the right sleeve.

ARTICLE XII.

INSPECTIONS.

556. The Federal inspections of the National Guard are classified as follows:

(*a*) Armory inspections.

(*b*) Field inspections.

(*c*) Special inspections.

557. Armory inspections will be made annually by officers of the Regular Army, under the direction of the Inspector General of the Army, and will be completed during the period from January 1 to March 31, inclusive.

The primary objects of the armory inspection are to determine:

(*a*) Whether the National Guard is organized as prescribed by law and regulations.

(*b*) Whether the officers and enlisted men possess the physical and other qualifications prescribed by law and regulations.

(*c*) Whether the organization and the officers and enlisted men thereof are sufficiently armed, uniformed, and equipped for active duty in the field or coast defense.

(*d*) Whether the National Guard is being suitably trained and instructed and disciplined for active duty in the field or coast defense.

(*e*) Whether the amount and condition of the property in the hands of the National Guard are satisfactory.

(*f*) Whether the records are being kept in accordance with the law and regulations.

(*g*) To test each officer by requiring him to demonstrate his proficiency in the instruction and in the technical and tactical handling of his command.

558. The annual armory inspections will be formal occasions, and the reports of the inspecting officers will serve as a principal basis for deciding as to the issue to and retention by the National Guard of military property provided under the act of June 3, 1916, and for determining what organizations and individuals shall be considered as constituting parts of the National Guard within the meaning of the said act.

559. Field inspections will be made annually by officers of the Regular Army under the direction of department commanders in the course of such encampments, maneuvers, or field or coast defense exercises as may be authorized by the Secretary of War.

The primary objects of the field inspection are:

(*a*) To determine the preparedness of the organization for war service.

(*b*) To determine the capacity of officers for the exercise, in the field, of command appropriate to their rank.

(*c*) To determine the degree of care that is bestowed upon Federal property in the field.

No formal field inspection is required. The reports will be prepared on prescribed forms from notes made during the field service.

560. Special inspections of the National Guard will include:

(*a*) The accounts of property and disbursing officers.

(*b*) The Field Artillery matériel and Coast Artillery matériel furnished by the Ordnance Department of the Army.

(*c*) The Coast Artillery matériel furnished by the Signal Corps of the Army.

(*d*) Informal inspections of new organizations which are proposed for recognition as a part of the National Guard.

(*e*) Such additional investigations as may be ordered by the Secretary of War.

561. Inspections of the National Guard will be made by inspectors general, or by other officers of the Regular Army, detailed by the Secretary of War for that purpose. As soon as an officer receives notice of his designation for duty as inspector of the National Guard he will enter into correspondence with the State military authorities with a view to making the necessary arrangements. Care should be taken to consult the convenience of the units that are to be inspected, and in the case of regiments composed of scattered companies, or of companies composed of scattered platoons, it is not necessary that the units shall be brought together for the purpose of inspection, but the separate parts can be inspected at their home armories.

562. There is no objection to State inspections being made at the same time as the Federal inspection, with the distinct understanding, however, that the Federal inspection takes precedence and is in no way interferred with.

563. The inspecting officer will verbally inform the organization commander of irregularities or deficiencies noted in connection with the subject of organization, armament, and equipment, and will at the same time offer such assistance, advice, or suggestions as may be practicable looking to their correction.

564. Only such property as is submitted to the personal examination of the inspecting officer will be included in the report, and in determining the serviceability or unserviceability of any article the inspector will be guided by Regular Army standards. It is incum-

bent upon the State authorities to produce the property and not upon the inspecting officer to institute a search therefor.

565. In computing the numerical strength of organizations credit will be allowed only for men who are uniformed, armed, and equipped so far as equipment has been furnished. Officers and enlisted men who are necessarily absent from their commands at the time of the armory inspection may be inspected with another organization of the same State, providing they present the written authority of the adjutant general of the State or Territory or the District of Columbia as the case may require. A member of the National Guard can not be attached to an organization of another State for the purpose of inspection. Members of organizations temporarily absent from their commands for the purpose of attending any service school will be counted in the aggregate strength of the organization being inspected, the circumstances being noted in the inspection report.

566. Reports of the armory and field inspections will be forwarded to the department commander, who will examine them with a view to detection of errors and incompleteness and their correction by the responsible inspectors, and then forward them to the Chief of the Militia Bureau.

567. The chief of the Militia Bureau will furnish copies of extracts of the annual inspection reports to the States for transmittal to the organizations concerned, and the organization commander will report through military channels the steps that are being taken to correct the defects noted. Federal inspections will include an examination of the records of the organization with a view to determining whether deficiencies existing at the last inspection have been corrected, and it will be incumbent upon the commanding officer thereof to present to the inspecting officer the reports or extracts of reports of the last annual armory and field inspections.

568. Inspection of the accounts and records of the National Guard property and disbursing officers for the United States, required by section 67 of the act of Congress approved June 3, 1916, will be made at least once each year by officers of the Inspector General's Department of the Army. The frequency of these inspections will be regulated by the Secretary of War. Inspectors general will inquire into and report upon the necessity, economy, and propriety of all disbursements of the National Guard property and disbursing officers for the United States, their strict conformity to the law appropriating the money, whether these officers comply with the law in keeping their accounts and making their disbursements, and whether their property records are complete and properly kept, and the required reports rendered. A statement of receipts and expenditures and of the distribution of funds, with lists of outstanding checks, on forms furnished by the Inspector General of the Army will be submitted by the property and disbursing officer to the inspector, who

should immediately transmit the lists of outstanding checks to the Treasury Department. Upon return from the Treasury Department balances will be verified and noted on the inspection report, which will then be forwarded to the Inspector General, with a copy of each list of outstanding checks and the indorsements thereon. The original lists will be retained by the inspector to be used at the next inspection of the officer's accounts and then sent to the Inspector General.

569. The Field Artillery matériel and Coast Artillery matériel issued to the National Guard by the Ordnance Department of the Army will be inspected by officers of that Department designated by the Chief of Ordnance under instructions from the Secretary of War. Upon receipt of orders to inspect the matériel in the possession of any State, the inspecting officer will notify the military authorities of the State of his designation for duty and the date upon which the matériel will be inspected by him. The proper National Guard authorities will render such assistance as he may require, including the furnishing of details of men for the purpose of maneuvering the matériel. Whenever practicable not to exceed two rounds will be fired from each field gun by the inspecting officer, the ammunition for this purpose being furnished by the United States. Upon the completion of the inspection of each battery or headquarters detachment in the case of Field Artillery, and of each armory in the case of Coast Artillery, the inspecting officer will submit a report in duplicate on the prescribed form to the Chief of Ordnance, who will transmit one copy to the Chief of the Militia Bureau. The report will state in detail the condition of all parts of the ordnance equipment, and if defective in any way the extent and character of the repairs required, and the cause of the damaged condition of the property.

570. Department commanders will cause annual inspections to be made of Signal Corps Coast Artillery equipment installed in such armories of the National Guard as may be designated by the Secretary of War. Ordinarily such inspections will be made by the artillery engineers of the coast defense commands to which the National Guard organizations are permanently assigned. Officers designated to make these inspections will communicate with the adjutant general of the State concerned and the National Guard authorities will furnish such assistance as the inspector may require. Reports covering the inspection will be prepared in duplicate on the prescribed forms and submitted to the department commander, who will forward both copies to The Adjutant General of the Army for reference to the Chief of the Militia Bureau and to the Chief Signal Officer. The report will state in detail the condition of all parts of the signal corps equipment, and if defective in any way the extent and character of the repairs required and the cause of the damaged condition of the property.

ARTICLE XIII.

COURTS-MARTIAL IN THE NATIONAL GUARD.

571. The system of courts-martial for the National Guard when not in the service of the United States is outlined in sections 102 to 108, inclusive, act of June 3, 1916 (pars. 63–69, inclusive). *When the National Guard is in the service of the United States, it is in all respects subject to the Articles of War.* In that event the sections named and the provisions of this article have no application.

572. The provisions of this article are intended to explain wherein the composition, jurisdiction, and procedure of courts-martial in the National Guard differ from those of courts-martial in the Regular Army. Except as indicated herein, the Manual for Courts-Martial will be strictly followed. (References given below are to paragraphs, Manual for Courts-Martial, 1917, corrected to Aug. 1, 1918.)

573. A National Guard court-martial has power to try all officers and enlisted men of the National Guard belonging to the State, Territory, or District from which its members are appointed, and also officers and enlisted men of the National Guard Reserve whenever they are called out for service or are actually engaged in training with the active National Guard. (Par. 4, p. 2.)

574. All officers of the National Guard belonging to the State, Territory, or District concerned, and such officers of the Reserve as are actually engaged in service or training with the active National Guard, are competent to serve as members of a court-martial. Officers of the Regular Army, unless holding commissions in the National Guard, and officers of another State, Territory, or District, are not eligible as members. (Par. 6, p. 6.)

575. The retired list existing in many States is no part of the National Guard within the meaning of the law, and officers whose names are borne on such lists are not eligible to sit as members of National Guard courts-martial. (Par. 9 (*b*), p. 7.)

576. A general court-martial in the National Guard may be convened by:

(*a*) The President of the United States.

(*b*) The governor of a State or Territory.

(*c*) The commanding general of the District of Columbia Militia. (Par. 14, p. 9.)

577. A special court-martial in the National Guard may be appointed by the commanding officer of a garrison, fort, post, camp,

or other place, brigade, regiment, detached battalion, or other detached command. (Par. 21, p. 12.)

The words "other place" apply to an armory. When an entire regiment is stationed in the same city or town, special courts should not, as a rule, be convened by authority inferior to the regimental commander. A battalion or other organization is to be regarded as "detached" only when its station or armory is separate from that in which the regimental headquarters is located.

578. A summary court in the National Guard may be appointed by the commanding officer of a garrison, fort, post, or other place, regiment or corps, detached battalion, company, or other detachment. When a company or detachment occupies and uses an armory with other troops, the summary court should be appointed by the senior officer present, under the authority covered by the words "other place," rather than under the words "company" or "other detachment." (Par. 25, p. 13.)

579. The punishments which may be imposed by a general court-martial are the following:

(*a*) Dismissal, in the case of an officer.

(*b*) Dishonorable discharge, in the case of an enlisted man.

(*c*) Reduction to the ranks, in the case of a noncommissioned officer.

(*d*) Forfeiture of pay and allowances.

(*e*) Fine, not exceeding $200, or confinement in lieu thereof, at a rate not exceeding one day for each dollar.

(*f*) Reprimand. (Par. 40, p. 21.)

580. The punishments which may be imposed by a special court-martial are the same as those stated in the remarks in paragraph 579, except that—

(*a*) As an officer may not be tried by special court, dismissal can not be imposed by it.

(*b*) Fines imposed by it may not exceed $100. (Par. 42, p. 22.)

581. The punishments which may be imposed by a summary court are the following:

(*a*) Reduction to the ranks in the case of a noncommissioned officer.

(*b*) Forfeiture of pay and allowances.

(*c*) Fine, not exceeding $25, or confinement in lieu thereof. (Par. 44, p. 23.)

582. All courts-martial of the National Guard shall have power to sentence to confinement in lieu of fines authorized to be imposed, at the rate of one day for each dollar of fine authorized. (Sec. 106, act of June 3, 1916.) When sentences of confinement can be made effective, such punishment may be inflicted by confinement in an armory rather than in a jail or penitentiary.

583. When an organization is at its armory station, the arrest before trial should ordinarily cover the time an officer or enlisted man should be present with his organization. It should not extend outside of his military status and duties. An unauthorized absence would thus include a breach of arrest.

When an organization is in camp or otherwise away from its station and armory for training or service, the ordinary procedure pertaining to the Regular Army should be followed. (Par. 46, p. 25.)

584. That copy of the record of trial by summary court which in the Regular Army is sent to the "officer exercising general court-martial jurisdiction," is in the National Guard sent to the adjutant general of the State, Territory, or District concerned. (Par. 79 (*a*), p. 42.)

585. The top fold of the original copy of the charges in a case tried by general court-martial, and the record of trial of said case which in the Regular Army are finally forwarded to the Judge Advocate General of the Army, are, in the National Guard, sent to the adjutant general of the State, Territory, or District concerned. (Par. 79 (*b*), p. 42.)

586. The judge advocate of a general or special court-martial in the National Guard shall prosecute in the name of the United States and of the State, Territory, or District of Columbia, concerned. (Par. 95, p. 48.)

587. The compensation of a reporter for a National Guard court-martial is dependent upon the law of the State, Territory, or District of Columbia concerned. (Par. 13, p. 53.)

588. The judge advocate of a general or special court-martial in the National Guard shall administer to the members the following oath or affirmation:

"You, A. B., do swear (or affirm) that you will well and truly try and determine, according to the evidence, the matter now before you, between the United States of America and the State of ——— and the person to be tried, and that you will duly administer justice, without partiality, favor, or affection, according to the provisions of the rules and articles for the government of the National Guard of the United States and of the State of ———, and if any doubt should arise, not explained by said articles, then according to your conscience, the best of your understanding and the custom of war in like cases; and you do further swear (or affirm) that you will not divulge the finding or sentence of the court until they shall be published by the proper authority, except to the judge advocate and assistant judge advocate; neither will you disclose or discover the vote or opinion of any particular member of the court-martial,

unless required to give evidence thereof as a witness by a court of justice in due course of law. So help you God." (Par. 132, p. 61.)

589. Paragraph 138, Manual of Courts-Martial, 1917, does not confer power on the persons therein named to administer oaths in National Guard administration. A summary court officer is authorized by section 105, act of June 3, 1916, to administer oaths for administrative purposes; as to others having that power the law of the State must be consulted. (Par. 138, p. 63.)

590. In the National Guard it is not the judge advocate but the president of a court-martial or the summary court who has power to issue process to compel the attendance of witnesses. All subpœnas should therefore be signed by him. In these matters he possesses (sec. 108) the same power as is "provided in actions before civil courts;" to ascertain the territory within which process will run the local law must, therefore, be consulted. (Par. 159, p. 78.)

591. When a subpœna can not conveniently be served by an officer or enlisted man of the National Guard, the proper civil authorities should be requested to effect service. For this purpose the president of the court or the summary court should make formal application to the official designated by the law of the State to execute the processes of courts-martial. In a Territory, or the District of Columbia, or in a State whose law makes no provision for such action by any civil officer, then the request should be addressed to the United States marshal of the district in which the court is convened. A United States marshal is not empowered to execute such process if the State law makes provision for it. (Par. 164, p. 79.)

592. When a warrant of attachment is issued for the arrest of a civilian who willfully neglects or refuses, after having been duly subpœnaed, to appear as a witness before a National Guard court-martial, a request for its execution should be addressed to the civil authorities, as provided for service of subpœnas. (Par. 168, p. 80.)

593. Although there is no power in a court-martial of the Army to punish a witness for not testifying, this is not the case with a court-martial of the National Guard. By section 108, its president is authorized "to sentence for a refusal to be sworn or to answer as provided in actions before civil courts." For the extent of this power in any particular instance consult the local law. (Par. 170, p. 82.)

594. Where the deposition of a person residing within the State is desired, and it is impracticable to have it taken by a military officer, the president of the court should refer it to some civil official, for example, a notary public, competent to administer oaths, and residing near the place where the desired witness is at the time. If the president does not know of any such person, the papers should be

forwarded to the adjutant general of the State, who will see that they are referred to a proper person.

If the witness resides beyond the limits of the State, the papers will be forwarded to the adjutant general of the State in which the court is convened. The State authorities will transmit them to those of the State where the witness resides, and the deposition will be secured as provided in similar cases for civil courts. (Par. 177, p. 85.)

595. The United States Government does not provide for the payment of expenses of courts-martial of the National Guard not in the service of the United States. As to the fees, mileage, and expenses of witnesses, the payment of reporters and experts and all other expenses, the laws of the State, Territory, or District concerned must be consulted. (Pars. 183–193, pp. 88–90.)

596. Courts-martial in the National Guard may not impose punishments other than those specifically mentioned in paragraphs 579, 580, and 581; they have no general punishing power. (Pars. 310–328, pp. 146–149.)

597. The record of the proceedings of a National Guard court-martial appointed by the President will be sent by the trial judge advocate to the Chief of the Militia Bureau. (Par. 366, p. 179.)

598. The records of proceedings of general and special courts-martial appointed by other authority than the President will not be forwarded to the War Department, but two copies of the order promulgating the action in the case will be sent to the Chief of the Militia Bureau. Records of trials by summary court will be filed in the office of the adjutant general of the State and no order will be issued. (Par. 367, p. 179.)

599. Approval or confirmation by the governor, or in the District of Columbia by the commanding general, is necessary before a sentence of dismissal or dishonorable discharge is executed. (Par. 378, p. 185.)

600. It should be borne in mind that absence from drill, camp, etc., of itself debars the absentee from Federal pay for the period, without the sentence of a court-martial. This is not a punishment, but merely the withholding of money that has not been earned, which necessarily takes place whether the absence is with or without fault on the part of the soldier. If the absence is willful and unjustifiable the offender should be tried and fined for the sake of the deterrent effect upon himself and others.

601. The charging cost of articles lost is no part of a court-martial sentence, but is an administrative act, and has nothing to do with whether the man is tried or not.

602. If a monetary penalty is imposed as a *fine*, it will be collected by the civil official authorized by law to do so in the State; if imposed as a *forfeiture*, it will be withheld by the officer or agent of the Quartermaster Corps from the amount otherwise due as Federal pay.

603. Upon conviction of any offense or offenses for which a fine amounting to $10 may be adjudged, a noncommissioned officer may also be sentenced to reduction. Dishonorable discharge, with forfeiture of all pay and allowances due and to become due, may be adjudged in addition to the punishment stated in the table in paragraph 605, whenever five or more previous convictions are shown, or whenever a soldier is convicted, on one arraignment, of two or more offenses, the aggregate punishment for which is a fine exceeding $50.

604. In order to secure some degree of uniformity in punishment for particular offenses imposed by courts-martial of the National Guard in different States, the following table is presented, giving the maximum punishment recommended for certain offenses.

The maximum named for any particular offense should be imposed only in aggravated cases, or in those where the record of previous convictions shows the accused to be an old offender; in ordinary cases a lighter punishment than that named should be inflicted, the court taking into consideration all attendant circumstances and also the previous record of the accused.

It should be clearly understood that this schedule merely represents the opinion of the Militia Bureau and those officers of the National Guard whom there was opportunity to consult. With experience other and better schedules will be recommended until finally a uniform standard may be attained.

In the meanwhile it should be held in mind that the schedule is not a binding one.

605.

Offense.	Fine, forfeiture, or other punishment.
Under the fifty-fourth article of war:	
Fraudulent enlistment	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and $50.
Under the fifty-eighth article of war:	
Desertion, when on riot duty or similar duty, or under call for same.	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and $200.
Desertion at any other time	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and $100.
Under the fifty-ninth article of war:	
Advising or assisting desertion	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and $100.
Under the sixty-first article of war:	
Absence without leave, when in camp, or on riot duty, etc., or failure to attend encampment, maneuvers, or outdoor target practice.	For every day or fraction of a day of absence, $4 for noncommissioned officers, and $3 for any other enlisted man.
Failure to repair to the place appointed for assembly for roll call, drill, etc., in camp.	$4 for noncommissioned officers, and $3 for any other enlisted man.
Failure to attend armory drill or instruction, or indoor target practice.	$4 for noncommissioned officers, and $3 for any other enlisted man.
Under the sixty-third article of war:	
Behaving with disrespect toward superior officer	$50.
Under the sixty-fifth article of war:	
Insubordinate conduct toward noncommissioned officer	$50.
Under the eighty-third article of war:	
Losing, spoiling, damaging, or wrongfully disposing of military property.	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and $60.
Under the eighty-fourth article of war:	
Injuring, losing, selling, or wrongfully disposing of property issued.	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and $60.
Under the eighty-fifth article of war:	
Drunk on guard	$100.
Drunk at drill, inspection, or other duty	$25.
Under the eighty-sixth article of war:	
Sentinel drunk or sleeping on post, or quitting post	$100.
Under the eighty-ninth article of war:	
Committing depredation on private property	Dishonorable discharge, forfeiture of all pay and allowances, and $100.
Under the ninety-fourth article of war:	
Forging or counterfeiting a signature, making a false oath, and related offenses.	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and $200.
Under the ninety-sixth article of war:	
Assault	$30.
Assault and battery	$60.
Breach of arrest	$30.
Disrespect to sentinel	$50.
Drunkenness	$5.
False official statement or report knowingly made to superior by—	
Noncommissioned officer	$50.
Any other enlisted man	$30.
Gambling, in armory or camp	$10.
Indecent exposure, or committing nuisance	$25.
Introducing intoxicating liquor into armory, camp, or quarters—	
For personal consumption	$10.
For another	$25.
Larceny, or embezzlement	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and $200.
Perjury or false swearing	Dishonorable discharge, forfeiture of all pay and allowances due or to become due, and $200.

ARTICLE XIV.

TARGET RANGES.

A. ACQUISITION.

606. At least 25 per cent of the apportionment to the several States and Territories and the District of Columbia under section 67 of the act of June 3, 1916, must be used for rifle practice and target ranges, including the acquisition, construction, maintenance, and equipment of shooting galleries and target ranges. (See par. 640.)

607. The initiative in acquiring property for shooting galleries and target ranges rests with the governor of the State or Territory or the commanding general of the District of Columbia Militia, and all purchases of such property are made upon their recommendation, approved by the Secretary of War.

608. When a State, Territory, or the District of Columbia desires to purchase land and other property for target ranges under the provisions of section 67, act of June 3, 1916, the tract of land or other property so selected shall be inspected by an officer of the Regular Army under the direction of the department commander. This inspection shall determine, so far as practicable, the following specific points in respect to the land to be purchased:

(*a*) Suitability of the land for target-range purposes in respect to extent, freedom from irregularities of level and drainage and protection of the surrounding locality against bullets from the range.

(*b*) Liability of local injunctions against the use of the range.

(*c*) Suitability of the land for range and camp purposes in respect to sanitation, water supply, bathing facilities, camping sites, and training purposes.

(*d*) Railroads, roads, and other transportation facilities.

(*e*) Comparison of price with reference to the cost of surrounding land of the same character.

The result of this inspection shall determine whether or not the Secretary of War will authorize the purchase of the land in question. A report of the inspection made will be forwarded through the department commander to the Chief of the Militia Bureau for the consideration of the Secretary of War. Title of such property must be conveyed to the United States, but before payment therefor can be made the title must be approved by the Attorney General of the United States, as required by section 355, Revised Statutes, and the

deeds and abstracts of title, certificates as to taxes, etc., necessary for the purpose of proving the title must be transmitted to the Chief of the Militia Bureau for reference to the Attorney General. After the title has been approved the deed, abstract, and other papers connected with the transaction will be returned to the State authorities for the consummation of the purchase. Before payment for the property is made the deed should be recorded and the abstract recertified down to a date overlapping the date of recording, showing that all taxes, assessments, and liens upon the land have been discharged, and that no subsequent conveyances or mortgages have been executed and delivered by the grantors to any person. When the purchase has been consummated and the sale properly recorded all papers should be forwarded to the Militia Bureau for file in the office of the Judge Advocate General of the Army. Vouchers covering payments for such property must be made in the proper manner and on the proper form (Form No. 330, W. D.) and in accordance with printed instructions thereon.

609. If a rifle range be acquired by the use of State, Territorial, or District funds, reimbursement to the amount of the purchase money may, if approved by the Secretary of War, be made from Federal funds accruing to the State, Territory, or the District of Columbia under section 67 of the act of June 3, 1916, by transferring title in the land to the United States, the title being subject to the approval of the Attorney General of the United States under section 355, Revised Statutes, as indicated in paragraph 608 of these regulations.

610. Shooting galleries and ranges of the Regular Army shall, so far as practicable, be open to the National Guard and organized rifle clubs under regulations prescribed by the Secretary of War.

611. Indoor and outdoor rifle ranges established and maintained under the provisions of section 113, act of June 3, 1916, shall be open for use of those in any branch of the military or naval service of the United States and by all able-bodied males capable of bearing arms, under regulations approved by the Secretary of War.

612. The title to property acquired by the States and Territories or the District of Columbia for shooting galleries or target ranges, under the authority contained in section 67, act of June 3, 1916, vests in the United States; and the relation of the States, Territories, or District of Columbia to such properties is that of a trustee with the use and charged with the administration of them for the purpose for which they were acquired.

613. The actual travel and subsistence expenses of an officer of the National Guard properly detailed, while engaged in the work of acquiring and developing shooting galleries and target ranges, are properly payable from that portion of the apportionment set aside for "Rifle practice and target ranges," provided sufficient funds

remain to the credit of the State; otherwise from funds other than Federal.

614. An officer of the National Guard while engaged in acquiring and developing galleries and ranges is not entitled to receive the pay of his rank from Federal funds.

615. The expenses of procuring or preparing abstracts and title papers to lands to be purchased for target ranges and shooting galleries, the cost of necessary surveys, and any other legitimate expenses entailed in securing the consent of owners to sell, are proper charges against that portion of the apportionment set aside for "Rifle practice and target ranges," provided the purchase of the land involved is accomplished.

616. In case any buildings pertain to ground leased as a target range, and these buildings are to be used in connection with the use of such ground for range purposes, the rental of such buildings must in every case be covered by the lease.

617. Payment of rent in advance, either by the month, quarter, or year, is prohibited and will not be allowed by the accounting officers of the United States Treasury Department. (Comp. Dec. May 23, 1917, vol. 23, p. 653.)

618. The lease for a target range will be approved by the governor of the State or Territory or the commanding general, District of Columbia Militia, and forwarded to the chief of the Militia Bureau for consideration as to its correctness and sufficiency. The lease will be executed in quadruplicate, one copy for the lessor, one for the property and disbursing officer, one for the Militia Bureau, and one for the Auditor for the War Department.

619. The expenses of renting target ranges for the use of the National Guard at State encampments are properly payable from that portion of the apportionment set aside for "Rifle practice and target ranges."

620. When any land which has been acquired by purchase for a target range for the use of the National Guard of any State, Territory, or the District of Columbia shall become useless or is found unavailable for such purpose, the Secretary of War may cause the same to be sold either as a whole or in two or more parts, as he may deem best for the interests of the United States. In disposing of such property the Secretary of War shall cause the same to be appraised, either as a whole or in two or more tracts, having due reference to the requirements of any permanent improvements made thereon; and he shall cause the property to be offered at public or private sale for not less than the appraised value; the expenses of advertising, appraisement, survey, and sale shall be paid from the proceeds of the sale; and the net proceeds thereof shall be placed to the credit of the State, Territory, or District of Columbia as addi-

tional to its allotment under section 67 of the act of June 3, 1916, apportionment for "Rifle practice and target ranges." (Act of Congress approved May 12, 1917). For disposition of funds received from above source see paragraph 785.

B. MAINTENANCE.

621. The construction of any buildings which are essential for storage purposes for target materials is a proper charge against that portion of the apportionment set aside for "Rifle practice and target ranges." The erection of barracks for the accommodation of the troops or of buildings to be used conjointly as shooting galleries and armories, or the rental of armories, is not a proper charge against this apportionment. The necessity of using telephones on rifle ranges, if any, must be clearly set forth and have the approval of the governor of the State, Territory, or the commanding general of the District of Columbia Militia, together with his certificate that the expense was for use of such telephones by the National Guard and essential for the promotion of rifle practice. The same requirements govern an expense in connection with repairing such telephones.

622. Caretakers, markers, telephone men, and such other civilian labor as may be absolutely necessary to maintain a range in proper condition for target practice may be employed on all ranges owned or leased by the United States or a State and may be paid from that portion of the apportionment set aside for "Rifle practice and target ranges." The pay of caretakers is limited to the range-practice season. The employment of caretakers, markers, telephone men, and civilian laborers is subject to the following conditions:

(*a*) Where the necessity therefor is shown and after authority therefor is obtained from the Secretary of War, a civilian caretaker may be employed on a rifle range owned or leased by the United States or a State, at a rate of pay not to exceed $60 per month, during the range practice season. On rifle ranges having thirty or more targets installed, which a State desires to maintain open at all times during the range practice season, for the use of such organizations or individuals as may attend and practice thereon, there will be authorized, after application to the Secretary of War in each specific case, one civilian caretaker at a rate of pay not to exceed $100 per month during the range-practice season.

(*b*) Such civilian markers, telephone men, and laborers on rifle ranges as are certified to be absolutely necessary and authorized in each specific case by the Secretary of War, may be employed as provided for in paragraph 533.

(*c*) Payments for transportation or subsistence are not authorized to civilians.

623. The rental stipulated for in the lease covers the use of the property and all damages thereto which can be clearly foreseen as incident to its uses for the purposes for which leased, and the provision in the lease for the ascertainment and payment of damages has reference only to casual and unforeseen damages such as are not ordinarily incident to the contemplated use.

624. The expenses necessary to adapt premises rented at State encampments for use as target ranges are properly payable from that portion of the apportionment set aside for "Rifle practice and target ranges."

625. There is no authority of law under which purchase of animals for work on a target range may be made from funds accruing under section 67, act of June 3, 1916.

626. There is no authority of law under which the insurance for public buildings can be met from Federal funds, and the buildings that may be on land acquired for a rifle range can not be insured as a charge against an apportionment made under section 67, act of June 3, 1916.

627. Field Artillery target ranges will be leased or acquired solely by the Militia Bureau and will be maintained under such instructions as may be issued by the War Department. The Field Artillery target ranges at Sparta, Wis., Tobyhanna, Pa., and such other ranges as may be rented or acquired for Field Artillery target practice will not be utilized by other troops in a way to interfere with the target practice of National Guard batteries.

628. Crops on Federal rifle ranges belong to the Federal Government, and any proceeds from their sale must be deposited in the Treasury of the United States to the credit of the appropriation "Miscellaneous receipts on account of proceeds of sale of Government property."

ARTICLE XV.

FEDERAL FUNDS.

APPROPRIATIONS.

629. The appropriations provided for by the act of Congress approved June 3, 1916, the amounts thereof depending upon the annual Army appropriation act, are as follows:

Under section 67:

(*a*) To provide arms, ordnance stores, quartermaster stores, camp equipage, and all other military supplies for issue to the National Guard.

(*b*) For payment of the actual and necessary expenses incurred by officers and enlisted men of the Regular Army when traveling on duty in connection with the National Guard.

(*c*) For transportation of supplies issued from the supplying depots to the National Guard for the permanent equipment thereof, or final return of such supplies to such depots.

(*d*) For office rent and necessary office expenses of officers of the Regular Army on duty with the National Guard.

(*e*) For expenses of enlisted men of the Regular Army on duty with the National Guard, including quarters, fuel, light, medicines, and medical attendance.

(*f*) For promotion of rifle practice, including the acquisition, construction, maintenance, and equipment of shooting galleries and suitable target ranges.

(*g*) For hiring horses and draft animals for the use of mounted troops, batteries, and wagons, and for forage for the same.

(*h*) For such other incidental expenses in connection with lawfully authorized encampments, maneuvers, and field instruction as the Secretary of War may deem necessary.

(*i*) For such other expenses pertaining to the National Guard as are now or may hereafter be authorized by law.

(*j*) For the payment of salaries of the property and disbursing officers for the United States in each State, Territory, and the District of Columbia.

(*k*) For reimbursement of the actual necessary traveling expenses of the property and disbursing officers for the United States in each State, Territory, and the District of Columbia, when traveling in the performance of their official duties under orders issued by the proper authorities.

(*l*) For pay and transportation of officers, and pay, transportation, and subsistence of enlisted men participating in encampments,

maneuvers, or other exercises, including outdoor target practice, for field or coast defense instruction.

(*m*) For pay and allowances of selected officers, and pay, allowances, and subsistence of selected enlisted men of the National Guard while in attendance at and pursuing a regular course of study at any military service school of the United States, except the United States Military Academy, or while attached to an organization of the same arm, corps, or department to which such officer or enlisted man belongs, for routine practical instruction at or near an Army post during a period of field training or other outdoor exercises.

(*n*) For the pay and allowances of the officers of the National Guard assigned to duty in the Militia Bureau.

630. Under section 83:

(*a*) For the purchase or manufacture and issue to the National Guard, upon requisition of the governors of the several States and Territories or the commanding general of the District of Columbia Militia, such number of service arms, with all accessories, Field Artillery matériel, Engineer, Coast Artillery, Signal, and sanitary matériel, accouterments, field uniforms, clothing, equipage, publications, and military stores of all kinds, including public animals, as are necessary to arm, uniform, and equip for field service the National Guard of the several States, Territories, and the District of Columbia.

631. Under section 89:

(*a*) For the purchase, under such regulations as the Secretary of War may prescribe, of animals conforming to the Regular Army standard for the use of Field Artillery, Cavalry, Signal companies, Engineer companies, ambulance companies, and other mounted units of the National Guard.

632. Under section 90:

(*a*) For the purchase and issue of forage, bedding, shoeing, and veterinary services and supplies for the Government animals issued to organizations of the National Guard.

(*b*) For the compensation of competent help for the care of the material, animals, and equipment issued to mounted organizations of the National Guard.

633. Under section 109:

For the compensation for the services of certain commissioned officers on the active list belonging to organizations of the National Guard of each State, Territory, and the District of Columbia, except during periods of service for which they may become lawfully entitled to the same pay as officers of the corresponding grades of the Regular Army.

634. Under section 110:

For the compensation for the services for enlisted men on the active list belonging to organizations of the National Guard participating in

the apportionment of the annual appropriation for the support of the National Guard except during periods of service for which they may become lawfully entitled to the same pay as enlisted men of corresponding grades in the Regular Army.

635. The expenses provided for under (*b*), (*c*), (*d*), (*e*), (*j*), (*l*), (*m*), and (*n*), section 67, enumerated in paragraph 629, constitute a charge against the whole sum annually appropriated under that section and not against the apportionment made to any particular State, Territory, or the District of Columbia provided for therein. The expenses provided for under (*a*), (*f*), (*g*), (*h*), (*i*), and (*k*) do, however, constitute a charge against such apportionment. The annual apportionment of this appropriation will be made as prescribed in paragraph 639.

636. The appropriation provided for under section 83, enumerated in paragraph 630, will be apportioned annually to each State, Territory, and the District of Columbia as prescribed in paragraph 641.

637. The funds provided for under sections 89 and 90, referred to in paragraphs 631 and 632, are not subject to apportionment, but will be carried on the books of the Militia Bureau and applied to cover requisitions for animals, forage, bedding, and for the compensation of authorized help, etc., submitted from time to time by the several States, Territories, and the District of Columbia.

638. The funds provided for in sections 109 and 110 are not subject to apportionment, but will be carried on the books of the Militia Bureau and allotted to the Director of Finance, General Staff, as required, subject to disbursement as provided by law.

APPORTIONMENTS.

639. So much of the appropriation made available under the provisions of section 67 of the act of June 3, 1916, for apportionment will be apportioned on July 1 of each year, or as soon thereafter as practicable, to each State, Territory, and the District of Columbia in direct ratio to the number of enlisted men who on the June 30th preceding were in active service in the National Guard of the State, Territory, or the District of Columbia on that date. Before the apportionment is made from the appropriation made available under the subappropriation "General expenses, equipment and instruction, National Guard" an amount, to be determined by the Secretary of War and to depend upon the appropriation made by Congress for the fiscal year, will be set aside for special allotment from time to time, in the discretion of the Secretary of War, to meet any exceptional, urgent, or unforeseen needs that may arise.

640. With a view to carrying out so much of section 67 of the act of June 3, 1916, as provides for the use of the apportionment made as described in paragraph 639 for the promotion of rifle

practice, including the acquisition, construction, maintenance, and equipment of shooting galleries and suitable target ranges, not less than 25 per cent of the apportionment to the several States, Territories, and the District of Columbia shall be used for said purpose. This 25 per cent is not available for the use of the National Guard for any other purpose, except after approval by the Secretary of War in each specific case. That portion of the apportionment for the promotion of rifle practice constitutes the minimum limit of expenditure for the purpose, but it should be expressly understood that no maximum limit is fixed, and a transfer of the necessary amount from that part of the apportionment for "Equipment and incidental expenses" to that part of the apportionment for "Rifle practice and target ranges" will be made on the books of the War Department upon approval by the Secretary of War whenever the necessity arises. Transfers from the apportionment for "Rifle practice and target ranges" will be authorized only when complete provision in respect to local target ranges has been made for each company or equivalent unit, or when it is shown that the State has made every effort and tried every reasonable means for acquiring by purchase or lease suitable target ranges, but without success. In any case, such transfer will not be authorized unless a supply of ammunition sufficient for firing the prescribed course by all rifle bearers of the National Guard of the State concerned is on hand or has been requisitioned for.

641. The appropriation made available under the provisions of section 83 of the act of June 3, 1916, will be apportioned to each State, Territory, and the District of Columbia on July 1 of each year, or as soon thereafter as practicable, and will be based on the enlisted strength present at the annual inspections made under the provisions of section 93 of that act of Congress as reported by the officers of the Regular Army detailed to make such inspections and upon factors as follows: (*a*) For Infantry, Coast Artillery, Hospital Corps detachments (attached to organizations), Quartermaster Corps, Ordnance Department, and all others not hereinafter enumerated, the number of enlisted men will be multiplied by one; (*b*) for field hospitals and ambulance companies the number of enlisted men will be multiplied by two; (*c*) for Field Artillery, Cavalry, Signal Corps, Engineer Corps, and machine-gun organizations the number of enlisted men will be multiplied by three.

642. Before any apportionment is made from the appropriation made available under the provisions of section 83 an amount to be determined by the Secretary of War and to depend upon the appropriation made by Congress for the fiscal year will be set aside for special allotment from time to time, in the discretion of the Secretary

of War, to meet any exceptional and urgent needs that may arise and for the equipment of new organizations.

643. Notification of the amounts apportioned by the Secretary of War to the several States, Territories, and the District of Columbia, under sections 67 and 83, will be by circular issued by the Militia Bureau as soon as practicable after July 1 of each year.

PROPERTY AND DISBURSING OFFICER.

644. There will be appointed in each State, Territory, and the District of Columbia an officer of the National Guard, or the Adjutant General thereof, who shall be the property and disbursing officer for the United States in such State, Territory, or the District of Columbia. The governor of each State and Territory and the commanding general of the District of Columbia Militia shall appoint, designate, or detail, as such officer, subject to the approval of the Secretary of War, the Adjutant General or an officer of the National Guard of the State, Territory, or the District of Columbia, and report by letter the fact of such appointment, designation, or detail, to the Chief of the Militia Bureau, giving the name and rank of the officer concerned. Upon receipt of the letter designating the property and disbursing officer the Adjutant General of the State, Territory, or the District of Columbia will be informed as to whether the appointment, designation, or detail has been approved by the Secretary of War. If approved, the officer designated, detailed, or appointed will be furnished a blank form of bond to be executed and notified as to the amount of the bond required.

645. Beginning September 1, 1919, the property and disbursing officer shall, after having qualified as such, i. e., upon approval of the required bond, receive pay for his services from funds appropriated for the purpose under the provisions of section 67 of the act of June 3, 1916, in accordance with the number of officers and enlisted men actually enrolled in the National Guard of the State, Territory, or the District of Columbia on June 30 of each year, as follows: $750 for less than 500 officers and men and not more than 1,500 officers and men; $1,000 for more than 1,500 officers and men and not more than 2,500 officers and men; $1,250 for more than 2,500 officers and men and not more than 3,500 officers and men; $1,500 for more than 3,500 officers and men and not more than 4,500 officers and men; $1,750 for more than 4,500 officers and men and not more than 5,500 officers and men; $2,000 for more than 5,500 officers and men and not more than 7,500 officers and men; $2,500 for more than 7,500 officers and men and not more than 9,500 officers and men; $2,750 for more than 9,500 officers and men and not more than 12,500 officers and men; $3,000 for more than 12,500 officers and men and not more than 17,500

officers and men; $3,250 for more than 17,500 officers and men and not more than 25,000 officers and men; $3,500 for more than 25,000 officers and men.

646. A property and disbursing officer is not authorized to hire the services of a clerk at Federal expense. Assistant property and disbursing officers appointed in pursuance of orders of the governor of a State or Territory or the commanding general of the District of Columbia are not entitled to pay from Federal funds for services performed in that capacity. The disbursing officer appointed under paragraph 644 is charged with the duties of his office, and such duties do not devolve upon an officer deputized to act in his stead.

647. When traveling in the performance of his official duties under authority granted by the Secretary of War after specific request therefor has been submitted, together with an estimate of cost of the travel, the property and disbursing officer shall be reimbursed for his actual necessary traveling expenses, including railroad and Pullman fares, such reimbursement being made from the amount apportioned to the State, Territory, or the District of Columbia for "Equipment and incidental expenses" of the appropriation made annually by Congress under the provisions of sections 67 of the act of June 3, 1916, provided sufficient funds for that purpose remain to the credit of the State, otherwise from funds other than Federal.

BONDS.

648. Special attention should be given in the preparation of the bond given by the property and disbursing officer, and to the notes printed thereon, to prevent unnecessary delay in the transaction. Bonds must be renewed after a period of four years, and steps should be taken by the property and disbursing officers to renew their bonds prior to the expiration of the four-year limit in order to prevent delays and complications in filling requisitions for funds and in issuing supplies at the end of the bond limit period.

649. The bond required by paragraph 644 will be made out for an amount approximately one-half the amount of funds which it is expected will be required at any one time plus $10,000 additional to cover property responsibility and accountability. The rules of the War Department do not authorize the placing to the credit of property and disbursing officers more than double the amount of the bond after deducting $10,000. In having the bond executed the rate of premium charged by the bonding company must be stated on the face of the bond, and the revenue stamps required by law affixed on the bond.

650. Officers of the National Guard who may be furnished, under proper authority, with funds for the purchase of coffee or other components of the travel ration for the use of their respective commands

are not required to furnish bonds for the safe-keeping and disbursements of the same. (35 Stat. L., 117.)

651. Sureties to bonds given by property and disbursing officers will be bonded jointly and severally for the whole amount expressed therein, and must satisfy the Secretary of War that they are jointly worth double such amount, each surety making affidavit that he is worth that sum over and above his debts and liabilities and stating in the affidavit his place of residence.

652. A company incorporated under the laws of the United States, or of any State, and legally authorized to guarantee bonds may be accepted as surety, subject to the limitations prescribed in regulations of the War Department governing the acceptance of corporate surety on bonds, as published from time to time in circulars of the department, which circulars also give a list of the companies that are authorized to guarantee bonds.

653. No provision is made in the law for the expenses in connection with furnishing a bond, and such cost can not be paid from any funds appropriated for the National Guard by Congress.

654. The date of the bond, so far as the United States Government is concerned, is the date the bond is approved by the Secretary of War, and such date should at all time be used whenever the bond is referred to.

REQUISITION FOR FUNDS.

655. When the completed bond required by paragraph 644 is approved by the Secretary of War, and upon a receipt of a request for funds made in accordance with paragraph 656, the Secretary of War will make requisition on the Secretary of the Treasury to have the amount called for placed with the Treasurer of the United States to the official credit of the designated property and disbursing officer.

656. The governor of a State or Territory, or the commanding general of the District of Columbia Militia must, under the law, make requisition on the Secretary of War for funds to meet all expenses the payment of which is to be made by the property and disbursing officer. The requisition for these funds can not be made by any official of the State or Territory other than the governor, or in the District of Columbia, the commanding general of the District of Columbia Militia. Under the regulations of the War Department but one requisition a month can be submitted, except in urgent cases, in which cases full explanation as to the urgency must accompany the request.

657. The requisition of the governor or the commanding general of the District of Columbia Militia will be in letter form and must be accompanied by a detailed estimate showing the purpose or purposes for which the funds are required, reference to be made thereon to the

authority granted to incur the expense. When requisitioning for funds for purposes of pay for officers and enlisted men and subsistence of enlisted men for field or camp service for instruction, the estimate will show the number of officers and enlisted men of all grades taking part, with the number of days of their service; the approximate amount necessary to pay the officers and enlisted men of the command on the basis of the pay of the Regular Army, without increase for length of service; the approximate cost of the subsistence of enlisted men of the command for the specified number of days, on the basis of 50 cents a day for each enlisted man when rations in kind can be issued, 70 cents a day when traveling and when travel rations can be supplied, and not to exceed $1.60 a day when traveling and it is necessary to supply cooked meals; also the estimated amount of incidental expenses, such as hiring of horses and draft animals for the use of mounted troops, batteries, and wagons in connection with the encampments, maneuvers, and field instruction, and the estimated cost of miscellaneous supplies that are necessary for camps, such as wood for cooking and heating purposes, straw for bedding, forage for animals, and other similar supplies. **When requisitioning for funds for payment of quarters for sergeant-instructors, the name of the sergeant-instructor, the period for which intended, and the balance remaining to the property and disbursing officer's credit for such purposes should be stated.** (*Changes No. 1, December 18, 1919.*)

658. Requisitions will be made a sufficient time in advance of the time funds are needed for disbursement to enable them to be acted on by the officials of the Treasury Department. The average time required for the Treasury Department to act on requisition for funds and to have the funds placed to the credit of the property and disbursing officer is 10 days.

DISBURSEMENT OF FUNDS.

659. The funds appropriated under the several sections of the law, and as enumerated in paragraphs 629 to 634, inclusive, will be disbursed as follows:

(*a*) By the property and disbursing officer for the United States in the State, Territory, or the District of Columbia.

For the payment of the actual and necessary expenses incurred by officers and enlisted men of the Regular Army when traveling in connection with visits of instruction and inspection of units of the National Guard for Federal recognition, when the travel is entirely within the State, Territory, or the District of Columbia; also traveling expenses of officers and enlisted men of the Regular Army and officers of the National Guard in carrying out the provisions of section 75 of the act of June 3, 1916. Prior authority of the Secretary of War for payments of this character is not necessary.

For office rent and necessary office expenses of officers of the Regular Army on duty with the National Guard of a State, Territory, or the District of Columbia. Prior authority of the Secretary of War for payments of this character is necessary.

For expenses of enlisted men of the Regular Army on duty with the National Guard of a State, Territory, or the District of Columbia, for quarters, fuel, light, medicines, and medical attendance. Prior authority of the Secretary of War for payments of this character is necessary.

For the promotion of rifle practice, including the acquisition, construction, maintenance, and equipment of shooting galleries and suitable target ranges. Prior authority of the Secretary of War for payments of this character is necessary.

For the hire of horses and draft animals for the use of mounted troops, batteries, wagons, and for forage for the same. Prior authority of the Secretary of War for payments of this character is not necessary.

For such other incidental expenses in connection with lawfully authorized encampments, maneuvers, and field instruction as the Secretary of War may deem necessary. Prior authority of the Secretary of War for payments of this character is necessary

For the payment of salaries of the property and disbursing officers for the United States in each State, Territory, and the District of Columbia. The authority of the Secretary of War for these payments will be given at the beginning of each fiscal year.

For the reimbursement of the actual necessary traveling expenses of the property and disbursing officer for the United States in each State, Territory, and the District of Columbia, when traveling in the performance of his official duties under orders issued by the proper authorities as provided for in paragraph 647. Prior authority of the Secretary of War for payments of this character is necessary.

For the pay of officers and the pay and subsistence of enlisted men participating in encampments, maneuvers, and other exercises, including outdoor target practice for field or coast-defense instruction. Prior approval of the Secretary of War for payments of this character is not necessary.

For the pay and allowances of selected officers and the pay, allowances, and subsistence of selected enlisted men of the National Guard while in attendance and pursuing a regular course of study at any military service school of the United States, except the United States Military Academy, or while attached to an organization of the same arm, corps, or department to which the officer or enlisted man belongs, for routine practical instruction at or near an Army post during a period of field training or other outdoor exercises. Payments of this character will be limited to selected officers and enlisted men belonging to the National Guard of the State, Territory, or the District of Columbia for which the property and disbursing officer is appointed. Prior authority of the Secretary of War for payments of this character is necessary.

For the compensation of competent help, for the care of matériel, animals, and equipment issued to organizations of the National Guard. Prior authority of the Secretary of War for payments of this character is not necessary.

(*b*) By an officer on duty in the Militia Bureau and designated by the Secretary of War.

For the payment of the actual and necessary expenses of officers and enlisted men of the Regular Army on duty in connection with the National Guard when making inspections in accordance with section 93 of the act of June 3, 1916; in joining at State stations for duty and returning to duty at other stations upon relief from duty with the National Guard; in connection with camps of instruction; inspection of target ranges; inspection of matériel, Field Artillery, Coast Artillery and Signal Corps; and on visits of instruction and inspection of units for Federal recognition when the latter travel is interstate.

The pay and allowances of officers of the National Guard assigned to duty in the Militia Bureau.

TRANSPORTATION ACCOUNTS.

660. General and detailed instructions covering the issue and use of transportation requests are contained in United States Army Regulations, 1913, corrected to April 15, 1917, as amended, paragraphs 1116 to 1125, and the Manual for the Quartermaster's Corps, 1916, paragraphs 3353 to 3398. Blank forms of transportation requests (original and duplicate) will be obtained for the use of the National Guard and officers traveling in connection therewith, upon requisition submitted to the Militia Bureau. Each United States property and disbursing officer is designated as the transportation officer for the State in which he is acting as such property and disbursing officer, and such requests will be issued only by him so far as the National Guard of his State is concerned. When a transportation request is issued by such officer, the original request will be delivered by him to the person or persons in whose favor the request is drawn, and the memorandum copy will be immediately forwarded by the property and disbursing officer to the zone finance officer, transportation and telegraph section, Pettus Building, Washington, D. C. Each transportation request issued in connection with the National Guard should contain on both the original and the duplicate a notation to the effect that payment is "chargeable to the appropriation 'Arming, equipping, and training the National Guard'" with the appropriate fiscal year added. Following the signature of the property and disbursing officer on each request issued, the title "U. S. Property and Disbursing Officer for the State of ———" should be plainly indicated so as to enable the settling

officer to determine the State against which the charge is to be made. No consolidated and periodical report of transportation requests issued will, as heretofore, be rendered by the issuing officer. Property and disbursing officers will not pay accounts for services rendered by carriers on transportion requests, all such accounts being settled by the zone finance officer, transportation and telegraph section, Pettus Building, Washington, D. C. Blank forms of transportation requests will not be invoiced to, nor carried on the property accounts of, the property and disbursing officers, but will be issued to them on memorandum receipts. A property and disbursing officer relieved from duty will turn over unused transportation form blanks in his possession to his successor, taking the latter's rēceipt therefor in duplicate and forwarding one copy of such receipt to the chief of transportation, rail transportation branch, through the Chief of the Militia Bureau. In the event that no successor is appointed, the unused forms will be forwarded by the property and disbursing officer to the chief of transportation service, rail transportation branch, through the Chief of the Militia Bureau.

661. The travel of inspector-instructors and sergeant-instructors of the Regular Army when traveling on duty with the National Guard under proper orders should be on transportation requests when any or all of the travel is over land grant roads. Also transportation requests may be used for such travel where no land grant is involved when the cost of the travel amounts to $5 or more. Transportation requests will not be used for travel where no land grant is involved when the cost of the same is less than $5. The same requirements apply to the use of transportation requests issued by the State authorities for travel of officers and enlisted men of the National Guard when traveling under proper orders.

Transportation requests for travel of inspector-instructors or sergeant-instructors should be obtained from the nearest quartermaster and those for use of the National Guard will be furnished the property and disbursing officer upon receipt of a request therefor submitted to the Militia Bureau.

662. Officers issuing transportation requests are cautioned in the preparation thereof to strictly adhere to the provisions of paragraph 660, and when such requests are issued they must be plainly indorsed showing that the cost of the transportation is chargeable against the National Guard appropriation "Arming, equipping, and training the national guard, 19—."

663. The expenses in connection with the travel, other than the railroad fare and Pullman transportation, will be settled as indicated in paragraph 659 (*a*) or 659 (*b*). When transportation requests are used for travel, with the voucher covering the expenses, a

statement should be furnished to the effect that transportation was furnished on transportation request.

664. The law makes no provision for payment of mileage to officers and enlisted men of the Regular Army and the National Guard while traveling in connection with armory or field instruction, inspection, or changing stations. The transportation for which provision is made by law is the actual cost thereof, reimbursement therefor to be made in accordance with paragraph 726.

665. The National Guard, when traveling with a view to participating in State encampments or in joint maneuvers, for field instruction with the Regular Army, under the provisions of section 94 of the act of June 3, 1916, is included in the term "troops" as used in the land grant act of July 25, 1866 (14 Stat., 241), and similar acts, and payment by the United States for transportation of officers and men of the National Guard so traveling is subject to the same restrictions under land grant acts as the transportation of Regular troops.

CONSOLIDATED INSTRUCTIONS AND REGULATIONS GOVERNING BILLS OF LADING AND TRANSPORTATION OF SUPPLIES.

666. The property and disbursing officer for the United States in a State, Territory, or the District of Columbia will not pay accounts for bills of lading. All payments of this character will be made by designated officers of the Quartermaster Corps of the Regular Army.

667. Bills of lading involving the shipment of Government (United States) property, which shipments are properly payable from appropriations made by Congress for the benefit of the National Guard, will be issued only by the property and disbursing officer for the United States in the State, Territory, and the District of Columbia.

668. The original bill of lading form (QMC–153) will be numbered serially, put up in pads of 100 each, and supplied by the Rail Transportation Branch, Transportation Service, Washington, D. C., on requisitions which should be made periodically to cover three months' requirements. There will be no change in the present form of shipping order, memorandum bill of lading, and extra sheet forms. Those forms must be numbered by the issuing officer to correspond with the number appearing on the original bill of lading used. The method prescribed in paragraph 3403, Manual for the Quartermaster Corps, for numbering bills of lading, will be discontinued after June 30, 1919, except at points outside the continental limits of the United States, when the provisions of this Bulletin will be effective upon receipt of the necessary forms.

669. The five parts of Government bill of lading will be prepared and disposed of as provided in paragraph 677.

670. The present supply of shipping order, memorandum bill of lading and extra sheet forms will be used until exhausted, after which requisitions therefor will be forwarded to the Rail Transportation Branch, Transportation Service, Washington, D. C. All unnumbered original bill of lading forms on hand July 1, 1919, will be disposed of in the same manner as provided for waste paper.

671. The numbered original bill of lading forms will be furnished on memorandum receipt, showing numbers, as Nos. ——— to ———, inclusive. In cases of transfer the officer making the transfer will secure memorandum receipt in the same form signed in triplicate by the receiving officer. The original receipt will be forwarded to the Rail Transportation Branch, Transportation Service, Washington, D. C., and one of the copies will be retained by each of the transferring and receiving officers.

672. In cases of emergency shipments of Government property by freight or express, no Government bill of lading having been issued, the officer who arranged for the shipment will advise the transportation officer at destination that the shipment consists of Government property, that the transportation thereof is a proper charge against public funds, and that no Government bill of lading or express receipt covering the shipment be attached to a serially numbered Government bill of lading form. The certificate of delivery on such government bill of lading form will then be accomplished and the completed papers surrendered to the delivering carrier. A memorandum copy thereof, bearing the same serial number as the original, will be prepared by the transportation officer at destination and forwarded to the Zone Finance Officer, Transportation and Telegraph Section, Washington, D. C.

673. In no case will contractors be permitted to forward shipments of Government property on "shipper's order" bills of lading.

674. No report of issuance of bills of lading is required, but canceled original bills of lading will be plainly indorsed with the word "canceled" and forwarded to the Zone Finance Officer, Transportation and Telegraph Section, Washington, D. C., for file.

675. These instructions apply from the time a bill of lading is originated until it has been accomplished to the carrier, and mailed to the proper accounting officer for financial settlement. They do not cover the settlement, payment, or accounting for bills of lading, or the settlement of loss and damage, demurrage, or overcharge claims, but show in a general way the relation between the shipping and the accounting functions of a transportation unit.

676. These instructions are intended to assist shipping and receiving officers in the proper and expeditious handling of shipments from their depots, in order to minimize delays and errors, and to avoid claims caused by improper shipping methods. They should, therefore,

be carefully studied and followed. They are not, however, intended to cover all situations, and specific instructions should accordingly be requested when exceptional cases arise.

677. The prescribed form of Government bill of lading consists of five (5) parts, viz: The original (Q. M. C. Form 153); the shipping order (Q. M. C. 156), and three (3) memorandum copies (Q. M. C. Form 154), which should be made simultaneously by the use of carbon paper. One of the three memorandum copies should be plainly stamped or indorsed "Property-received copy," and another "Property-shipped copy." There is also an "extra sheet" (Q. M. C. Form 155) to be used as an additional sheet to the five (5) parts named when the items of shipment are so numerous as to require more than one sheet.

678. In issuing Government bills of lading the name as well as the official designation of the issuing officer or agent will be stated on the forms (Q. M. C. Forms 153, 154, and 156) in the space provided for "Consignor." The office authorizing shipment should also be inserted on line provided therefor immediately following and underneath the bill of lading number.

679. The consignee should be carefully designated as provided by instructions in United States Railroad Administration General Order No. 38, issued July 24, 1918, and reading as follows:

Pursuant to the act approved March 21, 1918, entitled "An act to provide for the operation of transportation systems while under Federal control, for the just compensation of their owners, and for other purposes," it is ordered that on and after the 15th day of August, 1918, the following requirements and provisions shall apply and be observed in respect to the shipments hereinafter described:

Shipments intended for use of any one of the Government departments, either directly or through a contractor with the United States Government, shall not be entitled to or receive any privilege which may be accorded on account of being intended for use of one of the United States Government departments, either directly or indirectly, through a contractor with the United States Government, where said shipments are consigned otherwise than in one of the following ways:

(*a*) To a Government officer designated, not by the name of the individual, but by the title of his position, as for example:

Supply Officer, Naval Inspector, or Contracting Quartermaster.

(*b*) To a Government officer designated, not by name, but by title as above, followed by the words "For account of," and then followed by the name of the contractor or agent for the Government engaged on the work at the point of destination.

(*c*) On some contracts the Government has entered into an agreement designating certain parties as agent, or agents for the Government on that particular contract. Shipments for such parties shall be consigned to the particular department for which the work is being done, followed by the words "For account of," and then followed by the name of the agent, as, for instance:

Ordnance Department: For account of Dupont Engineering Co., Agent, Penniman, Williamsburg, Va.

or,

Ordnance Department: For account of T. A. Gillespie Loading Co., Agents, South Amboy, N. J.

(*d*) Shipments of material, equipment, and supplies for any person requiring or building ships under the supervision of the United States Shipping Board Emergency Fleet Corporation, shall be consigned only to the United States Shipping Board Emergency Fleet Corporation, followed by the words "For account of," and then followed by the name and location of the particular concern performing the work, as, for instance:

United States Shipping Board Emergency Fleet Corporation, For account of American International Shipbuilding Corporation, Hog Island, Pa.

(2) It is forbidden—

(*a*) In consigning a shipment to use the words "United States Government," or substantially that term, or abbreviations thereof, as the sole description of the consignee.

(*b*) Or to consign a shipment to and in the name of the United States Government followed by words indicating that it is sent "care of" a private person, firm, or corporation.

(*c*) Or to consign a shipment to a Government official or to an officer of the Army or Navy followed by words indicating that it is sent "care of" a private person, firm or corporation.

(3) No shipper or other person seeking or obtaining any privilege which may be accorded on account of the shipment being intended for the use of any one of the United States Government departments, either directly or indirectly through a contractor with the United States Government, shall, without authority, use or cause to be used as consignee the name or title of the United States or of any department, bureau, agency, employee, or officer thereof, or of the United States Shipping Board Emergency Fleet Corporation or of any officer, agent, employee thereof, or of any other person or the designation "Emergency Fleet Corporation:" nor shall any shipper or other person offer or cause to be received for carriage, or transported, without authority, any such shipment consigned as specified in the foregoing paragraphs Nos. 1 and 2 for the purpose of securing by such consignment, any privilege which may be accorded on account of the shipment being intended for the use of any one of the United States Government departments, either directly or indirectly through a contractor with the United States Government.

Agents are forbidden to sign or issue bills of lading or receipts for shipments which in any manner conflict with any of the foregoing provisions.

(Violation of the foregoing order is punishable by fine of not more than $5,000 or by imprisonment of not more than two years, or by both such fine and imprisonment.)

WM. G. MCADOO,
Director General of Railroads.

NOTE.—Shipment of supplies, equipment, raw materials, or freight of any character (other than the personal property of officers and civilian employees), which is not actually the property of the United States Government, War Department, shall not be consigned to or in care of an officer of the Army. (P. S. and T. Office Order No. 9, 1918.)

680. Bills of lading should be prepared, as indicated in paragraph 677, with typewriter at one writing, making one original and four carbon copies, except where a typewriter is not available, when an indelible pencil should be used.

681. The shipping order will be signed by officer making the shipment and, together with the original and unstamped memorandum copy, will be sent to the carrier's agent, who will retain the shipping order for his record and sign and return to the shipping officer the original and memorandum copy. Wherever practicable, the three

parts of bill of lading mentioned above should accompany the shipment when delivered to the carrier, but at large shipping points where this can not be done and it is the practice to take receipts for property on dray (shipping) tickets, bills of lading should be furnished the carrier as soon after delivery of shipment as possible.

682. The original bill of lading will be promptly mailed to the consignee, or to the quartermaster or supply officer, in whose care the goods are shipped. The different copies will be disposed of as follows:

(*a*) In any case where such consignee or receiving officer is not the officer accountable for the property, or in charge of the contract, on which the goods are shipped, an additional memorandum copy of the bill of lading, signed by the agent of the receiving carrier, will be prepared and sent directly to the accountable officer.

(*b*) The unstamped memorandum copy will be mailed to the disbursing officer charged with the settlement of the accounts of the carrier concerned.

(*c*) The memorandum marked "property received copy" will be mailed to the consignee, as soon as prepared in an envelope separate from that in which the original bill of lading is mailed. Upon receipt of this copy in the consignee's office, it will be filed as a record of property received.

(*d*) The memorandum marked "property shipped copy" will be retained by the consignor as an office file.

683. A bill of lading should describe the articles to be shipped by their commercial names, giving separately such weights, dimensions or values, and manner of packing, as may be necessary to ascertain classifications and rates, and to enable recovery in case of loss or damage. For instance: Undershirts should be billed as "cotton knit undershirts" or "merino knit undershirts," as the case may be, instead of merely "undershirts." The term "merchandise" should never be used, as carriers will assess double first class freight rates on a shipment billed as "merchandise." In no case should the consolidated weight of same commodity, contained in different kind of packages, be shown on B/L; separate weights should be shown for each kind of packages. Thus:

Two (2) bundles castings, 263 pounds.
Three (3) crates castings, 480 pounds.
Four (4) boxes castings, 620 pounds.

684. The number of packages must be written in full and also inserted in figures, thus:

Ten (10) cases shoes.
One hundred (100) barrels flour.

685. A bill of lading covering the shipment of property in carload lots will have noted thereon the initials and numbers of cars in which the property is loaded, and reference to car seals when known.

686. No erasures, interlineations, or alterations in bills of lading should be made where it can be avoided, and where unavoidable should be authenticated and explained by officer who issues or accomplishes the bill of lading, as the case may be.

687. When it becomes necessary to issue a copy of bill of lading, the "memorandum" form must be used and the word "copy" will be written in ink or stamped on its face. Payment can not be made to carriers on duplicates or copies of bills of lading.

688. Through bills of lading will be issued in all instances between initial and ultimate points of shipments, except on export or import shipments, when separate bills of lading will be issued to and from ports, and also except where rates more advantageous to the Government may be otherwise obtained.

689. Where shipments are made by contractors or persons other than accredited representatives of Government, they should be required to show on bills of lading, reference to order, contract, or requisition number, so that shipment may be properly identified and bills of lading promptly accomplished.

690. In no case will a second bill of lading be issued for any shipment, nor will a bill of lading be issued after the transportation has been performed, except as provided by existing regulations in regard to coal, coke, hay, etc., as set forth in Ordnance Quartermaster General Notice No. 178, 1918.

691. The issuance of a Government bill of lading is prima facie evidence of liability of the Government for payment of transportation charges, even though the property may have been purchased subject to inspection and final acceptance at point of delivery. When the service requested in a Government bill of lading has been properly performed, the consignee or receiving officer will accomplish and surrender the original bill of lading to the carrier making delivery, being careful to note on the reverse side of the bill of lading complete information as to any loss or damage that may exist, the accomplished bill of lading then becoming the evidence upon which settlement of transportation charges will be made. This method will be followed irrespective of whether the whole or any part of shipment is rejected on account of not coming up to requirements of purchase order or contract; but where there is sufficient loss or damage in transit to cause rejection of the entire shipment the property will be left in the hands of the carrier for such disposition as it may elect, and the original bill of lading, instead of being surrendered to the carrier, will be forwarded to the disbursing officer with information noted thereon as to loss or damage and amount to be collected therefor.

692. When the rejection of a shipment is due to defects in the property or failure of the shipper or contractor to fulfill the terms of

the purchase order or contract, the transportation lines, having performed the service required under the conditions of the bill of lading, are not to be penalized by refusal of the Government to pay for the service rendered by them in good faith. It is to the contractor and his bondsmen that the Government must look for reimbursement for all damages, including freight paid on the rejected portion of the shipment, which must be charged to the shipper or contractor on basis of the commercial rate and not on basis of the net Government rate. The purchasing or contracting officer will be immediately notified of the charges on such account with reason therefor.

693. Bills of lading and certificates issued in lieu thereof must be accomplished and surrendered to agents of carriers promptly upon receipt of property, and must not be held pending investigation as to responsibility for any loss or damage that may be disclosed.

694. In the absence of the consignee, or on his failure to receipt, the person receipting will certify that he is duly authorized to do so, citing such authority.

695. In order to insure the prompt delivery of property, in case of the failure of receiving officer or consignee to receive the bill of lading on arrival of the shipment, or in case the bill of lading has been lost, destroyed, or can not be located, a certificate (in duplicate) will be accomplished in form shown herein, which will be prepared and submitted by carrier's agent. The duplicate certificate will be retained by the receiving officer, and the original will be returned to carrier's agent. If, after the accomplishment of certificate, the original bill of lading is received, notation to that effect will be made thereon, showing sufficient information to enable identification of certificate, and the bill of lading forwarded to Zone Finance Officer, Washington, D. C.

CERTIFICATE.

In lieu of bill of lading.

(To be executed only when original bills of lading for the transportation of United States property have been lost, destroyed, or can not be located.)

Received from.....R.....at..... on....., 191.., in apparent good order and condition, except as noted on the reverse side hereof, the following public property:

Marks.	Numbers.	Number and description of packages.	Contents.	Weight.

Weight ..... lbs. Total weight, lbs.....
Shipped by .....
Delivery Agents's Pro. No. ..... Date ....., 191..
Govt. B/L No. ..... From ..... W/B No. ..... Date ....., 191..
(See Note 1.)
Date ..... Place .....
Receiving Officer.

NOTE 1.—If Govt. B/L was issued, numbers will be inserted.
If commercial B/L was issued, insert word "commercial."
If not known whether Govt. or Commercial B/L was issued, insert words "not known."

NOTE 2.—This document, in duplicate, is issued at destination of shipment hereon described in lieu of the original bill of lading, which can not be located. Original should be returned to carrier's agent and duplicate retained by the receiving officer.

Receiving officer of the United States Government will certify to either of the following conditions, as the fact may be.

I hereby certify that no charges have been paid, and neither bill of lading nor other receipt has been accomplished for this shipment.

.....
Receiving officer.

Date ....., 191...

.....

I hereby certify that the original bill of lading indicated above, according to my records, was accomplished on ....., 191.., in favor of .....
Carrier.

.....
Receiving officer.

NOTE 3.—The following certificate will not be signed by railroad agents; it is for the use of the railroad official presenting bill to Government.

....., 191...

This is to certify that in my official capacity as an officer of .....
R ..... all original bills of lading for the transportation of United States property over the lines of said company pass into my office. That the original part of the bill of lading covering the shipment described above has not been received, or, if it has, it can not be located. I further certify that if the said bill of lading should later be found it will at once be sent to the proper disbursing officer of the United States and no claim made thereon.

.....,
(Name.)

.....
(Title.)

INSTRUCTIONS.—This document, when prepared, should be presented to the Receiving Officer of the United States Government for accomplishment of either of above certificates, as conditions may warrant. When thus accomplished, to be used by carrier in support of bill against the Government in lieu of lost bill of lading.

696. Only one bill of lading will be issued to cover shipments of one or more carloads in the same train, under the following conditions:

(*a*) For the movement of military impedimenta and supplies on each troop train, in connection with each troop movement.

(*b*) For the movement over short distances of one or more carloads of materials or supplies (comprising carload lots of the same commodity, such as building material, sand, or gravel), where the ship-

ment is made on the same train, from one station, by one shipper, on one railroad, to one consignee and destination.

(*c*) For the continuous movement of one or more carloads of livestock where the shipment is made on the same train, from one station, by one shipper, to one consignee and destination, except in cases where the transportation of a greater number of attendants can be obtained by issuing more than one bill of lading.

(*d*) For the continuous movement of solid trainloads comprising complete carloads of materials or supplies of the same commodity, where the shipment is made from one station, by one shipper, to one consignee and destination.

In such cases each bill of lading and each copy thereof should show an itemized list of contents of each car, either preceding or following the initials and number of car in which loaded. Whenever the itemized lists are separate from the bill of lading they should be securely attached thereto.

697. Freight may be reshipped without being removed from the car or station after the consignee receipts for the property, issues new bill of lading to cover, and changes the marks on L. C. L. shipments to conform to new shipping instructions.

698. Requests to change the consignee or destination of freight in transit must be made in writing to the proper representative of carrier. When necessary to change destination of or reconsign a shipment, when practicable to do so, the B/L originally issued for the movement should be used and should have all facts indorsed thereon over signature of officer changing destination of shipment in substantially the following form:

This shipment reconsigned to.....on this B/L.
No other B/L issued to cover haul from.....to.....
Authority for reconsigning.....
(Signed) .....

699. Each package (box, crate, bundle, or loose piece) of property shipped must be plainly marked with the information necessary to carry it to destination and insure prompt delivery. When consigned to a place of which there are two or more of the same name in the same State, the name of the place and of the county also must be shown. If there is more than one station within the limits of a city or town, the name of the station at which delivery is desired should be marked on the package and shown on the bill of lading and shipping order. When consigned to place not located on the line of the carrier, packages must be marked with the name of the station of the last carrier at which the consignee will accept delivery. Packages should also bear serial numbers whenever practicable and should be listed on bills of lading in consecutive order, except where more convenient to combine items of the same description in one entry.

Packages for export should be further marked to indicate the port through which shipments are to pass. Old consignment marks should be removed or effaced.

700. Receiving officer should verify the correctness of bills of lading by carefully checking the number of articles or packages received from carriers, especially shipments made in carload quantities and unloaded by the consignee.

701. Whenever practicable, order for minimum carload shipments from the same locality should be arranged, so that shipments consigned to the same point will be loaded in same car, in order to make as few minimum carload shipments as possible, on shipments consigned through to the same locality or to directly intermediate localities. Bills of lading in such cases will be made so as to distinguish each consignment, as if handled in a separate car, as provided in United States Railroad Administration Circular CS–12.

702. In view of the fact that in some cases an additional charge is assessed on freight cars in excess of 36 feet in length, unless such cars are furnished for the convenience of carrier, orders should not be placed for cars longer than actually required, and should specify the length of cars desired, this information also to be shown on the face of bills of lading; for example, "36-foot car ordered."

703. Shipping and receiving officers should keep such a record of cars and seals as will assist in determining responsibility for loss in transit, especially where shipments are made "shippers' load and count," and where shipments are transferred en route.

704. Public property, except ordinary live stock, shipped by express shall, when necessary to procure the lowest rate, be released to the valuation provided by the carrier to assure such rate. Shipping officers are authorized to specify to this effect on bills of lading. Claims for loss or damage shall be based upon such releases or agreed valuation, regardless of the actual value of the property. In special cases, however, when shipment of public property by express is authorized, responsible officers may ship at actual valuation, and proper charges therefor, as provided by published tariff, shall be paid for the service actually performed. (C. A. R. No. 76, July 31, 1918.)

705. Reports of survey for damage to, or shortage of freight which has been delivered in apparent good condition should be supported by a statement of the shipper as to the time of packing, the quantity, the quality, the time of delivery of the drayman, and the condition of the property when offered for shipment; also a statement of the consignee as to the time of receipt from the drayman, the time of unpacking, the quantity, the quality, and the condition of the property. Reports of survey for loss by leakage should be accompanied by certificates of gaugers at point of shipment and destination and by the original or a certified copy of the bill of purchase.

706. It having developed that in many instances tracers for delivery of L. C. L. freight have been started after shipments were actually delivered, in order to avoid unnecessary correspondence, future requests of this character must be accompanied by evidence that the property has not been delivered.

707. Requests for bills of lading, shipping orders, memorandum bills of lading, and extra sheets, should be submitted to this office on Militia Bureau Form No. 59, in the same manner as requests for other blank forms.

708. The foregoing instructions will be complied with by the property and disbursing officers beginning July 1, 1919, or immediately thereafter upon receipt of instructions.

CLAIMS.

709. Claims for damages done to crops during a State encampment do not constitute a lawful charge against the allotment of the State under section 67 of the act of June 3, 1916, unless before the encampment and maneuvers are held and the grounds are occupied, a lease has been executed providing for the placing of the leased premises in the same condition in which they were at the beginning of the encampment and maneuvers, charging the State with the cost of such restoration. In case such lease is made the claims can be paid not as damage cases, but as claims arising in the execution of a contractual obligation. The extent of the damages should be ascertained by a board of award consisting of three persons, one selected by the State, one by the lessor, and the third by these two. Payment of the amount due to the lessor should be made on Form No. 330, War Department, and the report of the board should be attached thereto as a subvoucher. Such payments when authorized will be made by the property and disbursing officer in the State, Territory, or the District of Columbia.

710. The appropriation under section 67, act of June 3, 1916, is properly chargeable with claims for damages done property during joint encampments of State and Regular troops, if it shall appear that the damage was caused by the movement of the troops as a whole and not by the act of an individual. Where unexpected movements necessitate the entering of a demesne not covered by lease the property so occupied is occupied subject to the rights of the owners of the land, and the law implies a contract to pay rent to those owning the premises so used. (See Decision of Comptroller, Mar. 10, 1909.)

711. Claim for damages on account of injuries sustained during participation in encampments, maneuvers, or other outdoor exercises can not be adjusted by the War Department, and should be presented to the State in whose service the parties were when the injuries were received. (See Decision, War Dept., Feb. 15, 1904.)

EXPENSES, ENCAMPMENTS, ETC.

712. If it is agreed that the State shall bear a portion of the expenses of the pay of officers and enlisted men, the pay rolls will clearly indicate the obligations which rest against Federal funds and those which rest against State funds.

713. Where troops engage in a practice march for instruction, the cost of wagon transportation sufficient to carry the rations, tentage, and bedding is a proper charge against the State's allotment of funds. Therefore, where the expenditure is reasonable and necessary to the movements of the troops that are engaged in a practice march the same will be allowed.

714. The National Guard of a State engaging in actual field or camp service for instruction is entitled to receive the same pay to which officers and enlisted men of the Regular Army are entitled by law, and it is therefore beyond the power of the War Department to authorize payments of any other rates from appropriations provided by Congress for the National Guard.

715. An officer or enlisted man of the National Guard is entitled to pay only when on duty, and not while on leave, during the period of encampment of the National Guard of which he is a member.

716. Officers and enlisted men serving as provided in sections 94 and 97 of the act of June 3, 1916, are entitled to be paid for the actual number of days they are engaged in service at the same rates of pay as officers and enlisted men of the corresponding grades of the Regular Army. The act of March 2, 1903, defining division of yearly time and computation for fractional parts of months is limited in its application to payments made to the Regular Army. (See Decision of Comptroller, Oct. 30, 1903.)

717. Payments of transportation of mounted officers who take part in the actual field or camp service for instruction, pursuant to the provisions of section 94 of the act of June 3, 1916, and for the horses of these officers, may be made from funds allotted to the State or Territory or the District of Columbia, under section 67 of the act of June 3, 1916, from the home station of the officers to the place of encampments and, returning, from the place of encampment to the home stations of the officers, provided such horses have been inspected by an inspector-instructor or other officer of the Regular Army and certified to as suitable first mounts, as required for officers of the Regular Army.

718. If a National Guard force is encamped under the provisions of sections 94 and 97 of the act of June 3, 1916, and fines are imposed by a court-martial for derelictions of duty, the amounts of such fines should be entered on the pay-rolls; the officer paying the troops should deduct the amounts of the fines from the pay of the men, and deposit the amounts collected as indicated in paragraph 913.

719. No man's name should be entered on a pay roll covering pay for encampments or maneuvers, etc., unless he shall have previously subscribed to the oath required by sections 70 and 73 of the act of June 3, 1916.

720. Officers of the National Guard participating in encampments, maneuvers, or other exercises, including outdoor target practice, for field or coast defense instruction, are entitled to pay and transportation, and enlisted men to subsistence in addition thereto, from the date they start from their home rendezvous until their return thereto, as determined in advance, both dates inclusive. Before pay is allowed, the men must be duly mustered and may be paid at any time after such muster during the period of the encampment, maneuvers, etc. In computing pay previous service in the regular or volunteer forces of the United States is not to be considered. (Decision of Comptroller, Aug. 20, 1903.) Previous services in the Organized Militia or National Guard shall not be counted. The pay rolls will have entered opposite the name of each enlisted man the date of his enlistment, and no enlisted man will be mustered for pay who has not been a bona fide member of the company, troop, battery, or detachment, in which paid for at least two months prior to the date of the encampment, maneuvers, or other exercises, including not less than 14 periods of practical progressive military instruction of at least one and one-half hours each in the arm of the service in which he is paid at the encampment, or who has not had like service and instruction in the Regular Army, Navy, or Marine Corps of the United States, or one academic year's service at a school where military instruction in that arm is given under the supervision of an officer of the Regular Army, Navy, or Marine Corps. That these requirements as to service and instruction have been fulfilled will be certified to prior to payment by the officer having knowledge of the facts, in command of the organization (company, troop, battery, band, or detachment) paid. **In order to entitle any member of the organization to pay, the requirements as to average attendance, laid down in paragraph 512, must be fulfilled.** (*Changes No. 1, December 18, 1919.*)

721. Transportation and subsistence, but not pay, will be furnished to enlisted men in excess of the enlisted strength required by Tables of Organization, who participate in field or camp service for instruction, but who have not had the prior service or instruction prescribed above. The muster and inspection prescribed herein will be made as near as practicable at the close of the joint encampment, maneuvers, or exercises, and at a time that will interfere as little as possible with execution of the program of instruction.

722. No pay is authorized to officers and enlisted men of the National Guard for services rendered on the 31st day of a month at encampments, maneuvers, or other exercises, including outdoor target practice and field and coast-defense instruction. (See decision of the Comptroller, Jan. 4, 1917.)

723. The States of Arkansas, Iowa, Mississippi, South Carolina, and Tennessee have enacted State laws prohibiting tipping within the State. In view of these laws officers and noncommissioned officers of the Regular Army and National Guard, when traveling within the States enumerated, when such expenses are to be met from Federal funds, are not authorized to tip for any services rendered.

FIELD HOSPITALS.

724. Subsistence charges will be made for officers and enlisted men of the National Guard not in Federal service admitted to field hospitals of the Army, under paragraph 1459, Army Regulations, as follows: For officers and enlisted men an amount equal to the commutation rate prescribed for enlisted men by paragraph 1212, Army Regulations, plus 10 cents a day. (A. R. 1460; C. A. R. No. 69, Mar. 1, 1918.)

Paragraph 1212, Army Regulations, 1913, provides that, while sick in hospital the ration of enlisted men will be commuted, as follows: For all hospitals for tuberculosis patients, regardless of bed capacity, at the actual cost of the ration plus 50 per cent. For other hospitals: Those having a bed capacity of 100 or less at the actual cost of the ration plus 50 per cent; those having a capacity of more than 100, but less than 500, at the actual cost of the ration plus 40 per cent; those having a capacity of 500 or more, but less than 1,000, at the actual cost of the ration plus 30 per cent; those having a capacity of 1,000 or more at the actual cost of the ration plus 25 per cent.

The subsistence charges for both officers and enlisted men will be accounted for with the hospital fund.

Medicine charges at the rate of 25 cents a day for both officers and enlisted men to be deposited to the credit of the proper appropriations.

725. The subsistence charges of enlisted men and the medicine charges for officers and enlisted men will constitute charges against funds apportioned under the subappropriation "General expenses, equipment and instruction, National Guard" apportionment for "Equipment and incidental expenses," to the militia of which the patients respectively belong, provided sufficient funds remain to the credit of the State, Territory, or District concerned, under such apportionment, otherwise from funds other than Federal.

EXPENSES OF OFFICERS AND NONCOMMISSIONED OFFICERS WHILE TRAVELING.

726. In determining the payments to be made under the provisions of the act of June 3, 1916, for the actual and necessary expenses incurred by officers and noncommissioned officers of the Regular Army when traveling on duty in connection with the National Guard, and of property and disbursing officers for the United States, or officers of the National Guard (sec. 75 of the act of June 3, 1916) when traveling in the performance of their official duties under orders issued by the proper authorities, the following will be used as a basis of what is allowable, the daily expense to commence with the charge for breakfast and end with the charge for lodging.

Fares upon railroads, steamers, or other usual modes of conveyance, including the actual cost of transportation of personal baggage not in excess of 150 pounds to each purchased ticket whenever an extra charge is made therefor.

Cost of seat in parlor car, one double berth in sleeping car, or customary accommodations on steamer, where same are not included in the travel fare, and fees to porters or to stewards, not to exceed 25 cents for each 12 hours or fraction thereof of actual travel. Receipts for Pullman travel expenses, where reimbursement for such expenses is claimed, must be furnished as vouchers to the account or explanation submitted as to the failure to do so.

Hire of special transportation, either by land or water, where there are no regular means of conveyance. Ferriage, tolls, driver's service, and horse keeping when transportation is hired. Subvouchers, properly receipted, will be required for these items when they exceed $1. When not practicable to obtain such subvouchers, the officer or noncommissioned officer will so certify.

Transfer coach fare en route to and from depots and hotels, or, when there are no such conveyances, modern and necessary taxicab or hack hire not to exceed the authorized local rates, cost of transfers of baggage not to exceed $1 for each transfer, and fees to porters for handling baggage not to exceed 25 cents for each transfer of same. Items of taxicab or hack hire require explanation as to the distance and the necessity for same.

The actual cost of meals while traveling, where same are not included in the travel fare, and fees to dining-room waiters on train or boat not in excess of 15 cents per meal, provided the total charge for these items does not exceed $5 per day. The actual cost at hotels of meals, lodging, baths, and fees to waiters and bell boys, not to exceed 50 cents per day, or 15 cents to waiters for single meals at restaurants, and the actual cost of laundry, to a total not to exceed $5 per day for the time actually and unavoidably consumed in performing the travel, the period to be determined by the terms of

the officer's or noncommissioned officer's orders and the approved itinerary, counting from the day of departure from his station to the date of return thereto, both days inclusive. Subvouchers, properly receipted, will be required for items of board and lodging. When not practicable to obtain such subvouchers, the officer or noncommissioned officer will so certify. Charges for baths, where baths are not included in the charge for lodging, will in every instance be supported by subvouchers.

726½. Expense accounts covering authorized travel and other expenses incurred by officers and noncommissioned officers of the Regular Army on duty with the National Guard will be forwarded as directed below:

1. To the Property and Disbursing Officer for the United States in the State in which detailed:

(a) When traveling in connection with visits of instruction, or inspection and instruction of units of the National Guard for Federal recognition, when such travel is entirely within the State in which detailed.

(b) When traveling in connection with carrying out the provisions of section 75 of the act of June 3, 1916.

(c) For office rent and necessary office expenses of inspector-instructors.

(d) Expenses of sergeant-instructors for quarters, fuel, light, medicine, and medical attendance.

2. To the Disbursing Officer on duty in the Militia Bureau:

(a) When making inspections in accordance with section 93 of the act of June 3, 1916.

(b) When joining at station for duty.

(c) When returning to duty at other station upon relief from duty with the National Guard.

(d) When traveling in connection with camps of instruction.

(e) When traveling in connection with inspection of target ranges.

(f) When traveling in connection with inspection of matériel, Field Artillery, Coast Artillery, and Signal Corps.

(g) When traveling in connection with visits of instruction, or inspection and instruction of units for federal recognition, when such travel is interstate. (*Changes No. 1, December 18, 1919.*)

727. All items of actual expense authorized above are for travel by the shortest usually traveled routes and at places named in the order or approved itinerary and in proceeding from point to point in the order stated therein. Expenses incurred by any deviation from the itinerary or shortest usually traveled routes can not be considered as actual and necessary expense of the inspection. The officer or noncommissioned officer will certify on the detailed statement that the

account is correct and just and that the amounts charged therein were actually paid by him.

728. **In view of the fact that sergeant-instructors are paid commutation of rations at the rate of $1.60 per day or 53.33 cents per meal, from Regular Army funds at all times, this amount should be deducted by them in submitting their vouchers for reimbursement of travel expenses from National Guard funds while traveling in connection with the National Guard.** (*Changes No. 1, December 18, 1919.*)

729. The vouchers covering payment will be accompanied by a statement, in duplicate, of the actual and necessary expenses incurred, itemized so as to show in complete detail the nature of the expense pertaining to each day of travel, a copy, in duplicate, of the order directing the travel, and a copy, in duplicate, of the itinerary if not included as a part of the order.

ORGANIZATION FUNDS.

730. All funds (except State funds) pertaining to National Guard organizations which are carried with the unit upon induction or call into Federal service will be taken up with the regimental and company funds, and thereafter accounted for and disbursed according to the regulations for funds published in Army Regulations.

731. National Guard units called or drafted into Federal service are not authorized to retain in separate accounts any organization funds, whatever their source. State funds will be returned to the State authorities, unless written agreements have been made with the State authorities to incorporate such funds within the funds authorized by Army Regulations.

PUBLIC MONEYS.

732. The use of moneys for purposes other than those for which appropriated, liquidation of liabilities of one fiscal year by use of moneys appropriated for another, and expenditures in a fiscal year of any sum in excess of appropriations for that year, or involving the Government in any contract for future payment of money in excess of appropriations, are prohibited.

733. Funds will not be transferred from one appropriation or apportionment for use of another, by borrowing or otherwise, except as authorized by law.

734. Authorized transfers of funds to the credit of property and disbursing officers of the United States will be made on the books of the War Department on authority of the Chief of the Militia Bureau only after a request therefor has been presented by the governor of the State or Territory or the adjutant general in the name of the governor, or by the commanding general of the District of Columbia

Militia, or the adjutant general in the name of the commanding general, setting forth in detail the nece sity for the transfer.

735. Funds appropriated for a fiscal year can not be utilized for expenses incurred prior to or after the close of the fiscal year for which the funds are appropriated.

736. The giving or taking of a receipt for public money in blank or in advance of actual payment, or the signing of a check for public money in blank, is prohibited.

737. All funds advanced to property and disbursing officers on approved requisitions are placed to their official credit with the Treasurer of the United States, and all such officers' checks will be drawn on the Treasurer of the United States. All checks drawn on the Treasurer are payable by the Treasury, any subtreasuries, or active designated national-bank depositaries.

738. Money accounts of property and disbursing officers must be kept separately under each bond. When a new bond is given, the property and disbursing officer should close his money account under his former bond by depositing to his personal credit any unexpended balance remaining to his official credit, not represented by outstanding checks, to the credit of the Treasurer of the United States and **forward a final account current covering the deposit to the Militia Bureau,** before a request for funds is made under the new bond, in order that the liability of the sureties on the respective bonds may be definitely fixed. (*Changes No. 1, December 18, 1919.*)

739. For the information of active designated depositary banks and assistant treasurers called upon to pay checks of property and disbursing officers drawn on the Treasury of the United States, each property and disbursing officer must furnish each active designated depositary bank or assistant treasurer in his locality with his signature, verified in such a manner as the bank or assistant treasurer may desire.

740. Whenever any property and disbursing officer makes a deposit to the credit of the Treasurer of the United States with the Treasurer, an Assistant Treasurer, or an active designated depositary bank, to the depositing officer's official or personal credit, he must at once notify the Chief of the Militia Bureau of the fact, on Form No. 93, Militia Bureau, stating the name of the depositary, the amount of the deposit, the appropriation and apportionment thereunder to which the money pertains, whether made to his personal or official credit, if a refundment of a disallowance, suspension, or an overpayment, the number and date of the certificate of deposit, and the date of the bond under which the transaction was made.

741. All public funds to the credit of a property and disbursing officer at the close of a fiscal year not represented by outstanding checks, except appropriations not limited to any fiscal year or years,

will be deposited to the credit of the Treasurer of the United States, and the Chief of the Militia Bureau so advised in accordance with the provisions of paragraph 740.

742. Funds deposited to the officer's official credit are credited to his official account and are subject to his official check, whereas when deposited to his personal credit the funds are covered back into the appropriation from which originally received, and are not subject to his check until again placed to his official credit on approved request from the governor. All deposits made to cover transactions under an officer's former bond should be made to his personal credit.

743. For each deposit made a certificate of deposit, in duplicate, will be issued by the Treasurer of the United States, Assistant Treasurer, or bank, showing that the deposit is to be placed to the official or personal credit of the depositing officer with the Treasurer of the United States, and what the deposit represents, the depositor giving the necessary information when making the deposit. The originals of all certificates of deposit are required by law to be forwarded by the depositaries to the Treasurer of the United States, and the duplicate of the certificates will be delivered to the depositing officer and should be retained by him for his future protection.

744. Whoever, being a property and disbursing officer of the United States, or a person acting as such, shall in any manner convert to his own use, or loan with or without interest, or deposit in any place or in any manner, except as authorized by law, any public money intrusted to him, or shall for any purpose not prescribed by law withdraw from the Treasurer of the United States, or transfer, or apply any portion of the public money intrusted to him shall be deemed guilty of embezzlement of the money so converted, loaned, deposited, withdrawn, transferred, or applied, and shall be fined not more than the amount embezzled or imprisoned not more than 10 years, or both. (Sec. 87, Criminal Code, act of Mar. 4, 1909, Stats., 1088.)

745. If any property and disbursing officer shall bet at cards or any game of hazard, the governor of the State, Territory, or the commanding general of the District of Columbia will suspend his functions, require him to deposit to the Treasurer of the United States all public funds to his credit, and will immediately report the case to the Chief of the Militia Bureau.

CHECKS.

746. All blank checks on the Treasurer of the United States for use by property and disbursing officers are issued by the Secretary of the Treasury, Division of Printing and Stationery, to whom all correspondence relating thereto should be addressed, and only blank checks thus issued shall be used in drawing checks on the Treasurer of the United States.

747. The Chief of the Division of Printing and Stationery, as well as others who may distribute blank checks to property and disbursing officers, shall keep a complete record of the class, numerical symbol, and serial numbers of all checks issued and of the transfer to another property and disbursing officer or return to the issuing office of unused checks.

748. A disbursing officer receiving a supply of checks shall receipt for the same to the issuing officer, or to the Director of the Bureau of Engraving and Printing in case of a new issue on requisition. When a disbursing officer is succeeded by another, the officer relieved shall transfer his unused checks to his successor, retaining for file with his official records the register of checks issued. The successor shall use the checks so transferred by striking out the former officer's numerical symbol and inserting his own. All transfers of checks should be reported to the Chief of the Division of Printing and Stationery as soon as accomplished, in order that the record of checks issued may be corrected. After a transfer is made the new officer should immediately insert his own symbol number on all checks received, and this symbol number should not again be changed. In case a third officer succeeds the second, all checks on hand should be returned to the Chief of the Division of Printing and Stationery for destruction, and a new supply obtained. When the location of the disbursing officer printed at the head of the check has been changed once, it should not again be altered, but the checks should be returned for destruction. It is the desire of the department to prevent the excessive waste of disbursing officers' checks, but this is not to be accomplished at the expense of extensive alteration or mutilation. When a disbursing officer leaves the service permanently and no successor is to be appointed, the unused checks on hand should be returned to the Chief of the Division of Printing and Stationery for credit.

749. Should a property and disbursing officer make an erasure or alteration on any of his checks, he shall certify across the face of the check to the correctness of such erasure or alteration.

750. Spoiled or canceled checks shall be sent quarterly by each property and disbursing officer directly to the Auditor for the War Department, by whom his accounts are settled. A record of the date of cancellation and transmission will be entered on the stub.

751. The greatest care should be exercised in safeguarding blank checks. Check books should be kept under lock and key when not in use. No property and disbursing officer shall issue a check on the Treasurer of the United States until after he has ascertained his individual numerical symbol from the Treasurer of the United States, which numerical symbol shall be printed, stamped, or written in the lower right-hand corner of each check.

752. In writing checks on the protective surface tinted blanks furnished by the Treasury Department, the ordinary typewriter with plain type or rubber stamps for filling in the names and amounts on each check may be used instead of pen and ink. Only typewriter record ribbons, writing black or blue, the ink of which must be heavy and of a permanent nature, or stamp pads inked with a permanent black ink, shall be used for the purpose. The date on the check stub or register of checks issued will be the same as on the check to which it relates.

753. At the close of each fiscal year all amounts remaining to a property and disbursing officer represented by checks drawn on the Treasurer three or more years prior thereto will be covered into the Treasury and there stand to the credit of the payee in an appropriation account denominated "Outstanding liabilities."

754. A check which has been issued for a period longer than three full fiscal years will be paid only by the settlement of an account in the Treasury Department. For this purpose an officer who receives such a check will transmit it, through the Chief of the Militia Bureau, to the Secretary of the Treasury.

PAYMENTS.

755. A property and disbursing officer will not pay an account until it is due. In case of contracts for the performance of services or delivery of articles, payment will not exceed the value of services rendered or articles actually delivered. An officer, before making any payments whatever from funds placed to his official credit, must carefully observe all regulations governing expenditures and money accountability. The regulations are binding and will be strictly followed in passing upon the officer's money accounts.

756. In making all payments for purchases and services only official checks will be used, payable to the order of the person to whom

the money is due, except when drawn for a cash payment, and on each voucher will be noted the number of the check, the date of its issue, the party in whose favor the check is drawn, and the amount; also on the face of the check will be stated the object of the expenditure and number or other necessary description of the voucher. The statement of purpose must be made in brief form, but must clearly indicate the object of the expenditure, as, for instance, "pay," "pay roll," or "payment of troops," adding the post and station, "purchase of subsistence," or other supplies, "purchase of land," etc.

757. Checks will not be returned to the drawer after their payment, but will be retained on file in the Treasury Department. The Treasury Department, however, furnishes a monthly statement of checks paid.

758. A property and disbursing officer may draw his check in favor of himself (1) to make payments of amounts not exceeding $20; (2) to make payments at a distance from a designated depositary bank; or (3) to make payments of fixed salaries by cash due at a certain period. In the first and last-named cases the check will be drawn not more than two days before the payments become due. In all other cases the checks will be drawn only in favor of the persons, firms, or corporations, by name, to whom the payments are to be made.

759. Whenever an original check of a property and disbursing officer is lost, stolen, or destroyed the owner will notify the office on which drawn of the fact of such loss, and will file with the property and disbursing officer an affidavit explaining the loss and an indemnity bond prescribed by the Secretary of the Treasury. In case of the loss of a check issued by a property and disbursing officer who is dead or no longer in the service, the affidavit and bond of the owner will be sent to the Secretary of the Treasury. Full instructions prescribed by the Treasury Department, covering duplicate checks and bond of indemnity for the issue of a duplicate check will be furnished by the Militia Bureau on application.

PURCHASES.

760. Property and disbursing officers are not authorized to make purchases in the open market of supplies furnished by the issuing bureaus of the War Department for use of the National Guard except as stated in paragraph 761; such supplies must in all cases be obtained by requisition, as provided in paragraph 825.

761. An open-market purchase of supplies or engagement of services is one made without advertising, and is authorized in the following cases:

(*a*) In an emergency, as when the public exigencies require immediate delivery or performance and there is no time to advertise by newspapers, posters, or circulars.

(*b*) When it is impracticable to secure competition.

(*c*) When proposals have been invited and none has been received.

(*d*) When proposals are above the market price or otherwise unreasonable.

(*e*) When exceptional articles of subsistence stores are purchased.

(*f*) When the aggregate amount of supplies or services to be procured does not exceed $500, as authorized by act of Congress approved June 12, 1906.

Charges for freight should not appear as a separate item, but should be included in the purchase price of the article.

762. No officer disbursing Federal money for the National Guard or directing the disbursement thereof shall be concerned individually, directly or indirectly, in the purchase or sale of any article intended for, used by, or pertaining to, the National Guard.

763. Except for certain personal services, officers are not entitled to reimbursement for expenditures from their own private funds unless such expenditures are made under urgent and unforeseen public necessity. (Comp. Dec., vol. 12, p. 308.) Vouchers for reimbursement for private funds used in payment of public accounts must show the necessity for the transaction and be supported by the original receipted bills of those to whom the money was paid, and by certificate or affidavit, as the case may require, that the person claiming reimbursement had no personal profit in the matter.

764. Expenditures for repairs of wagons or trucks can be incurred only in the discretion and with the authority of the Chief of the Militia Bureau, which authorization must be obtained prior to incurring the obligation.

765. Expenses of the Naval Militia are not proper charges against funds appropriated for the National Guard, the War Department having no statutory relation with the Navy.

766. Expenses in connection with the repair, cleaning, and renovation of articles of uniform clothing for reissue are a proper charge against the apportionment to a State under section 67 of the act of June 3, 1916. In all cases where States desire to expend funds for this purpose application will be made to the War Department for authority for the expenditure, with an estimate as to the quantities of the various articles and cost involved.

767. The cost of transportation of Federal property issued by a property and disbursing officer to a company organization is properly chargeable against funds to the credit of a State under the appropriation "Arming, equipping, and training the National Guard," subappropriation "General expenses, equipment and instruction, National Guard," apportionment for "Equipment and incidental expenses," provided sufficient funds for the purpose remain to the credit of the State, otherwise from funds other than Federal.

768. The cost of transportation of unserviceable and unsuitable property turned in to a United States arsenal or depot is a proper charge against the appropriation "Arming, equipping, and training the National Guard" from the funds appropriated for "Transportation of supplies" under the provisions of section 67 of the act of Congress approved June 3, 1916.

769. The cost of transportation of property issued to the National Guard, when turned in to an arsenal or depot for repair or replacement, must be paid from funds apportioned to a State, Territory, or the District of Columbia under section 67 of the act of Congress approved June 3, 1916, or if such apportionment is insufficient as to unexpended balance, from State funds.

UNPAID CLAIMS.

770. Property and disbursing officers of the National Guard should settle promptly all correct and just claims that are authorized by law which are outstanding and which are turned over by their predecessors, provided the vouchers for the services contain certificates that the services have been rendered as stated, and are approved by the governor, or the adjutant general of the State in the name of the governor.

ACCOUNTS, ACCOUNTS CURRENT, AND SETTLEMENT OF.

771. Every property and disbursing officer must send, by indorsement, to the Chief of the Militia Bureau, within 20 days following the end of the month to which it relates, an account current of all money received, expended, and remaining on hand during the month. The actual date of forwarding the account should be stated in the indorsement in order that the officials of the Treasury Department may satisfy themselves whether the requirements have been complied with. The establishment of 20 days as the period allowed to a property and disbursing officer to prepare and forward his accounts is a statutory provision, the purpose of which is to secure the prompt rendition of accounts of property and disbursing officers and to forbid the advancing of money to those officers who are delinquent in forwarding accounts. Any irregularities in the mail service or want of blank forms will not excuse a failure to comply with the statutory provision.

772. The account current, abstract of payment, and the summary of funds received, expended, and remaining on hand will be made in duplicate, one copy of each to be retained by the property and disbursing officer as his record of the financial transactions comprised therein, and the other, accompanied by all vouchers, will be forwarded to the Chief of the Militia Bureau, as stated above, for administrative examination and reference to the Auditor for the War

Department. With the account current will be forwarded all orders or authorities, or copies thereof, covering the expenditures, and other papers upon which the officer relies to have himself relieved from responsibility for funds placed to his credit. All papers submitted with the account current should be folded to conform to the size of the brief fold on the back of the account.

773. The account current and abstract of payments will show funds only under the titles of the general appropriations from which the funds were received, but when there are two or more subappropriations or apportionments under any general appropriation the total expenditures under each subappropriation and apportionment will be shown separately on the summary of funds received, expended, and remaining on hand.

774. The account current must show, under debits, the balances, by appropriations, on hand from last account, together with all moneys received during the month, with dates thereof and from what source received; under credits, the total amounts expended under the general appropriations and the balances due the United States, as shown in the certificate on the account current.

775. The cash account on the reverse of the account current is intended to show only cash (currency) received, expended, and remaining on hand during the month. Funds placed to the official credit of a property and disbursing officer and payments made by check should not be exhibited therein. If there are no cash transactions during the month, the negative character of the cash account should be indicated by appropriate entry of its face. If there is any cash balance, i. e., currency, in the hands of an officer at the time of the rendition of his account current, such cash balance should be counted, verified, and certified to by a disinterested officer of the National Guard duly ordered to so act by the governor of the State, Territory, or the commanding general of the District of Columbia Militia.

776. Accounts current must be rendered promptly, whether disbursements have been made or not, until all funds remaining to the credit of the officer have been deposited to the credit of the Treasurer of the United States. Also a summary of funds received, expended, and remaining on hand must be furnished each month, whether disbursements have been made or not.

777. A final account current under a bond must include all moneys, by appropriations, to the credit of the property and disbursing officer and show the manner in which the funds are finally disposed of.

778. Blank forms for rendering accounts, abstracts of expenditures, summary of funds received, expended, and remaining on hand, and vouchers to the account may be obtained by requisition on the Chief of the Militia Bureau, the cost thereof to be charged

against funds under the appropriation "Arming, equipping, and training the National Guard."

779. When a property and disbursing officer receives notice from the Auditor for the War Department of a disallowance in the settlement of his accounts he should submit with the least delay practicable such explanation and additional vouchers or authority as may be required. If the action of the Auditor is not acquiesced in, the officer may, if he so desires, file an appeal with the Comptroller of the Treasury. Unless it is his intention to file such an appeal or to submit additional evidence with a view to the removal of the disallowance, he should promptly concede the disallowance and deposit the amount of the disallowance to the credit of the Treasurer of the United States. The right of appeal to the Comptroller of the Treasury is limited to one year from the date of the disallowance.

780. Property and disbursing officers must make prompt replies to and explanation of any suspension which may be made in settlement of their accounts by the Auditor for the War Department.

781. The balances acknowledged by the property and disbursing officers and their analysis thereof must actually represent the state of their business at the close of the last day on which the accounts are rendered. They must so order their business that they may, whenever called upon so to do, close immediately their accounts and analyze their acknowledged balances.

CASHBOOK.

782. Every property and disbursing officer is required to keep a cashbook showing the amount disbursed under each appropriation and apportionment, and the total funds on hand under each. Such cashbooks should be balanced monthly, and the totals must agree with the account current. The cashbooks are supplied by the Militia Bureau, and each officer is required to provide himself with one. The cashbook is the property of the Federal Government, and shall not be removed from the office of the property and disbursing officer. The officer to whom issued will see that it is carefully preserved as a part of the records of the Federal Government; that the entries are properly made, and that the book is transferred to his successor. In making a transfer of a cashbook the officer should take a memorandum receipt therefor from his successor.

783. The approved method of using the cashbook is to enter only such appropriation, subappropriation, and apportionment headings as are required by the appropriations, subappropriations, and apportionments being handled by the property and disbursing officer whose accounts the cashbook carries, and to provide as many debit and credit columns under each apportionment heading of each

subappropriation and appropriation as there are fiscal years involved, the headings with this in view not being printed in. To illustrate:

(Appropriation:) Arming, equipping, and training the National Guard.

(Subappropriation:) General expenses, equipment and instruction, National Guard.

(Apportionment:) Equipment and incidental expenses.

1917.		1916.			
Dr.	Cr.	Dr.	Cr.	Dr.	Cr.

The headings of such appropriations and subheadings of subappropriations and apportionments as are involved should be entered in the order in which they appear in the analysis of the appropriation.

The debit column under each head of apportionment and under miscellaneous receipts should exhibit figures of all receipts of whatever character thereunder, and the corresponding credit column should show the figures of all disbursements, transfers, and deposits of funds to the credit of the Treasurer of the United States.

It is not necessary that each and every transaction affecting cash should be entered separately. Report of cash sales may be carried to the cashbook on one line, the entry in the column headed "From what source," etc., reading "Cash sales as per vouchers."

Funds received should be entered on a single line as "War Warrant No. ——." In case of apportionment transfer the entry may be "Apportionment transfer, October, 19—, account," giving the date in date column.

COLLECTIONS.

784. Collections on account of refundments to cover suspensions or disallowances in disbursing accounts will be deposited at once to the credit of the Treasurer of the United States.

785. The net proceeds of a sale of condemned property, after deducting necessary and reasonable expenses of advertising and auctioneer's fee and refundment made for lost property, will be forwarded by the property and disbursing officer to the Chief of the Militia Bureau to be covered into the appropriation provided by section 67 of the act of June 3, 1916, and credited to the allotment to the State, Territory, or the District of Columbia, in accordance with section 87 of said act.

786. The net proceeds from the sale of Government property or refundment for lost property will not in either case be deposited by the property and disbursing officer with the Treasurer of the United States, an Assistant Treasurer, or a designated depositary bank to his official or personal credit. The property and disbursing officer will, however, record the transaction on his money accounts by showing under the debit column the funds as received from the sale of Government property or refundment for lost property, and under the credit column as a disbursement on account of payment to the Chief of the Militia Bureau, on account of proceeds from sale of Government property or refundment for lost property. The refundment should be made by a State draft or check or a post-office money order.

787. For disposition of funds received for land which has heretofore or may hereafter be acquired by purchase for a target range for use of the National Guard of any State, Territory, or District of Columbia, which has become useless or unserviceable for such purpose, see paragraph 785.

788. In addition to the above a daily record of all actual cash transactions will be kept in a memorandum book or blotter. The totals of the day's transactions should be entered, using one line for each class of funds.

789. Property and disbursing officers who do not, for any reason, receive from the Treasury Department the monthly statements in time for them to analyze their balances as shown on their accounts current, should not delay the rendition of their accounts, but should compute their net balances from their check stubs; state that such balances are so computed, and make a further statement in explanation that the balances have been computed from check stubs for the reason that no monthly statement has been received from the Treasury Department.

790. All transactions coming within the time covered by an account current shall be reported therein. No payment or collections not actually made during the period of an account shall be indicated therein. When a fraction of a cent less than one-half occurs in the footing of a voucher it will be disregarded. If the fraction be one-half or greater it will be reckoned as a cent.

VOUCHERS.

791. Only one copy of a voucher, the original, shall contain signed certification, approval, and receipt; duplicate or triplicate copies of vouchers should be initialed only. The original voucher will be sent to the Chief of the Militia Bureau for transmission to the Auditor for the War Department.

792. Original vouchers will, if possible, accompany the account current; if subsequently rendered, suitable explanation will be made;

copies will not be accepted unless duly certified and accompanied by satisfactory evidence of the loss or destruction of the originals.

793. Vouchers written in pencil, unless of an indelible character, will not be accepted. Vouchers which show erasures will not be accepted unless accompanied by a statement explaining the erasure.

794. When more than one article of the same kind and quality is listed on a voucher the unit price must be shown.

795. A signature on a voucher by mark must be witnessed by a disinterested person with his address.

796. Vouchers should be numbered consecutively and so recorded on the abstract of payments. Such numbers should not be repeated during any fiscal year.

797. Vouchers for purchases or services other than personal should show in brief on the first fold of the form whether the purchases were made or the services engaged without advertisement or after advertising. In the latter case it should be stated whether the advertisement was in a newspaper, by posters, or by circular letters. The voucher should show also what particular form of agreement was entered into—whether verbal, written, or formal contract. In case it be a formal written contract, it should be made in triplicate, one copy to be retained by the property and disbursing officer, one by the party from whom the purchases were made or the services engaged, and one sent to the War Department with the account current. Each voucher should be accompanied by a copy of the public notice which solicited the bids (newspaper clipping, poster, or circular letter), the accepted bid, a copy of the letter accepting the bid, and a certificate that the award was made to the lowest responsible bidder.

798. Section 3709 of the Revised Statutes, regarding advertising for purchases and services other than personal, exempts only from its operation the engagement of services or purchases of supplies when immediate performance or delivery is required by the public exigency. Property and disbursing officers must not fail to solicit competition whenever possible.

799. All vouchers for personal services and purchases or services other than personal must be entered separately on the abstract of expenditures and the aggregate amount of such expenditures, by appropriations, entered on the face of the account current under the separate appropriations. All warrants and deposits should be entered separately on the face of the account current under the appropriations to which they pertain.

800. Every voucher in support of a payment for supplies or for services will be made out in favor of the creditor, giving his address, and will show (if for supplies furnished) the date of the purchase (or the order number), the quantity and price of each article, and

the amount of, (if for services) the character of the services, the date or dates on which they were rendered, and the amount. When a purchase is made as a result of a written proposal and a written acceptance, the voucher (if there be only one) will be accompanied by a copy of the public notice, the accepted bid, and a copy of the letter accepting the bid, and will contain a certificate showing that the procurement of the articles or service was made in the manner indicated thereon; if two or more vouchers are made, the papers required will be filed with the first voucher paid and reference thereto made on the other vouchers. A voucher for services rendered by the day or month will show the character of the service, the inclusive dates thereof, the time for which payment is made, the rate of pay, and the amount. The certificate of a creditor to a voucher for supplies furnished or for services rendered will contain the words "I certify that the above bill is correct and just and that payment therefor has not been received."

801. Vouchers for supplies or for services other than by the day or month submitted in support of payments for all work authorized may, if desired, be accompanied by the original bills submitted by the creditor and dated and signed by him or by his authorized representative, and vouchers with such bills attached will be made out in favor of the creditor, giving his address, and stating the account in general terms, with the aggregate amount only extended, and the words "as per bill hereto attached," or words of like import added. The certificate of a creditor to a voucher for supplies furnished or services rendered will contain the words "I certify that the foregoing account is correct and just and that payment therefor has not been received."

When desirable, the creditor may place the foregoing certificate upon the original bill, and when so placed the certificate upon the voucher need not be signed, provided that the bill be attached to and made a part of the voucher before the same is signed by the property and disbursing officer.

802. Vouchers must be stated in the name of the corporation, company, firm, or person rendering the service or furnishing the articles for which payment is made.

803. Payment with currency will not be made to the holder of a power of attorney or to a holder of an instrument operating as a transfer or an assignment. Such payments will be made by check payable to the creditor.

804. If payment with currency is made to an incorporated or to an unincorporated company, the money will be delivered to and the voucher certified and receipted by a duly authorized officer or agent of the company; the certificate and receipt to be signed with the

company name, followed by the autograph signature of the officer, with his title, or of the agent to whom the money was delivered, and the receipted voucher will be accompanied by evidence showing his authority. This evidence will consist of extracts from the articles of incorporation or association, the by-laws, or the minutes of the board of directors, duly certified by the custodian of such records (under the company seal, if there be one), showing that the signer is properly vested with authority to receive and receipt for money due to the company.

805. If payment of currency is made to an individual or to a copartnership doing business under a company title, the certificate and receipt will be signed with the company name, followed by the autograph signature of the individual proprietor or of one of the members of the firm, with the words "proprietor" or " one of the proprietors" affixed thereto.

806. If payment with currency is made to a copartnership doing business as such, the certificate and receipt will be signed with the firm's usual signature by one of the members of the firm, who will be required to affix his own signature as "one of the firm."

807. If payment with currency is made to an individual creditor, the certificate and receipt will be signed by him in person.

808. In payments made by check to the order of any company (incorporated or unincorporated) or firm or individual by name, the fact that the check has been so drawn should be stated on the voucher, giving the number, date, and amount, and the certificate to the voucher may be signed by an officer, attorney, or agent of the company, or by an attorney or agent of the firm or individual, stating the capacity in which he signs, without filing with the voucher evidence of his authority to sign. The property and disbursing officer in all such cases will deliver the check to such person only as he is satisfied is authorized by the principal to certify to the voucher and receive the check.

809. Receipts for small sums paid with currency to a corporation, such as a railroad, telegraph, turnpike, transfer, express, steamboat, hotel, newspaper, or ice company, for an occasional service rendered, may be signed and the vouchers certified by the local agent in charge of the business of the company at the place where the service is rendered or where it begins or terminates, and the certificate of the officer who made the payment that the person to whom payment was thus made was then the local agent of the company in charge of its business at the place designated will be sufficient evidence of the agent's authority to certify to the vouchers and to receipt for the money paid.

810. When an account is presented by an individual who is not known to the property and disbursing officer, the latter will require him to be identified.

811. The form of the signature to the certificate, and to the receipt when required, and the name of the person or business firm as entered at the head of an account must be literally alike.

812. Property and disbursing officers will not issue vouchers for unpaid accounts as due bills against the United States, but certified statement of personal services and of wages due may be given to a discharged employee who for want of funds was not paid at time of discharge.

813. When applicable, the following rules for the computation of time in payment for services will be observed:

For any full calendar month's service, at a stipulated monthly rate of compensation, payment will be made at such stipulated rate without regard to the number of days in that month.

When service commences on an intermediate day of the month, 30 days will be assumed as the length of the month, whatever be the number of days therein.

When the service terminates on an intermediate day of the month, the actual number of days during which service was rendered in that calendar month will be allowed.

Where compensation of any person in the service of the United States is on an annual or monthly basis, that for the purpose of fixing pay due, all months in the year shall be reckoned as containing 30 days and that all persons entering the service of the United States during a 31-day month and serving until the end thereof shall be entitled to pay for that month from the date of entry until the 30th day of said month, both days inclusive, thus excluding the 31st day of any calendar month from the compensation. (Act of June 30, 1906; 34 Stats., 763.)

When the service embraces two or more months or parts of months but one fraction will be made, thus: From September 21 to November 25, inclusive, will be calculated—September 21 to October 20, inclusive, one month; from October 21 to November 20, inclusive, one month; from November 21 to 25, inclusive, five days, making the time allowed two months and five days.

When two fractions of months occur and both are less than a whole month, as from August 21 to September 10, the time will be determined thus: August 21 to 30, inclusive (ignoring the 31st), 10 days; from September 1 to 10, inclusive, 10 days; making the time allowed 20 days.

Services commencing in February will be calculated as though the month contained 30 days, thus: From February 21 to 28 (or 29), inclusive, 10 days. When the service commences on the 28th day of that month, 3 days will be allowed, and if on the 29th, 2 days.

If service commences on the 31st day of the month, payment will not be made for that day.

For commutation of subsistence and for services of persons employed at a per diem rate, payment will be made for the actual number of days such services were rendered.

When services are rendered from one given date to another, the account will state clearly whether both dates are included.

In computing the wages of persons employed at a per diem allowance, the day on which service begins and the day on which it ends will be allowed in the computation.

Unauthorized absence on the 31st day of a month results in the loss of one day's pay.

SETTLEMENT WITH HEIRS, ETC.

814. Property and disbursing officers of the National Guard will not settle with heirs, executors, or administrators, except by authority of the Chief of the Militia Bureau, and upon accounts that have been duly audited and certified by the proper accounting officers of the Treasury.

CLOSING OF ACCOUNTS.

815. If a property and disbursing officer desires to close his accounts with the Treasury, so much of the funds remaining to his credit as are not represented by outstanding checks must be deposited to the credit of the Treasurer of the United States to the officer's personal credit, and a final account current covering the deposit be forwarded to the Militia Bureau. Funds so deposited are covered back to the appropriation from which received. (*Changes No. 1, December 18, 1919.*)

When an officer ceases to act as property and disbursing officer, or for any reason closes his accounts, he will prepare a closing statement of his money accounts from date of last inspection to and including the date of the closing of his accounts, with a separate list of outstanding checks. He will forward the statement and lists of checks to the Chief of the Militia Bureau through the adjutant general of the State, Territory, or the District of Columbia for the usual action.

816. When a property and disbursing officer is relieved from duty as such he will certify outstanding debts, if any, to his successor, and transmit a list of the same to the Chief of the Militia Bureau.

817. Should a property and disbursing officer die while serving as such, the Secretary of War will, upon request of the governor of the State or Territory, or the commanding general of the District of Columbia Militia, addressed to the Chief of the Militia Bureau, recommend to the Secretary of the Treasury to cause so much of the money remaining to the property and disbursing officer's credit as is not represented by outstanding checks, to be deposited to the credit of the Treasurer of the United States to be covered into the appropriation from which received.

818. A property and disbursing officer who ceases to act as such will at once inform the Secretary of the Treasury what checks drawn against public funds to his credit, if any, are still outstanding and unpaid.

819. In case of death, resignation, or removal of a property and disbursing officer, checks previously drawn by him will be paid from funds to his credit, unless such checks have been drawn more than four months before their presentations or reasons exist for suspecting fraud. Any check drawn by him and not presented for payment within four months of its date will not be paid until its correctness shall have been attested by the Comptroller of the Treasury or his chief clerk. A check which has been issued for a period longer than three full fiscal years will be paid only by settlement of an account in the Treasury Department. A check which has been drawn by a property and disbursing officer still acting in that capacity, and dated within three full fiscal years from the date of presentation for payment, will be paid in the usual manner from funds to the credit of the drawer.

820. Section 5 of the act making appropriations for sundry civil expenses of the Government for the fiscal year ending June 30, 1917, requires that report of checks drawn by any disbursing officer of the Government which shall have been outstanding and unpaid for three years or more will be rendered by each Auditor of the Treasury in lieu of the returns required of disbursing officers by section 310 of the Revised Statutes.

ARTICLE XVI.

FEDERAL PROPERTY.

REQUISITIONS AND ISSUES.

821. The appropriation provided under section 67 of the act of Congress approved June 3, 1916, and apportioned annually to the several States, Territories, and the District of Columbia, may be used to acquire arms, ordnance stores, quartermaster stores, camp equipage, and all other military supplies for issue to the National Guard of the several States, Territories, and the District of Columbia. Requisitions for supplies will be submitted in quadruplicate on P. S. Form No. 160 by the governors of the several States, Territories, and the commanding general of the District of Columbia Militia, or by an officer of the National Guard of the State, Territory, or District of Columbia designated by the governor or the commanding general of the District of Columbia Militia to make requisitions for stores in his name. The officer so designated should be the property and disbursing officer for the United States in the State, Territory, or the District of Columbia.

822. United States service arms with all accessories, field artillery matériel, engineer, coast artillery, signal, and sanitary matériel, accouterments, field uniforms, clothing, equipage, publications, and military stores of all kinds, and public animals, as are necessary to arm, uniform, and equip for field service the National Guard of the several States, Territories, and the District of Columbia can be acquired under section 83 of the act of Congress approved June 3, 1916. Requisitions for supplies to be issued as a charge against this appropriation will be submitted in triplicate by the governors of the several States, Territories, and the commanding general of the National Guard of the District of Columbia, or by an officer of the National Guard of a State, Territory, or District of Columbia designated by the Governor or the commanding general of the National Guard of the District of Columbia to make requisitions for stores in his name. The officer so designated should be the property and disbursing officer for the United States in the State, Territory, or the District of Columbia.

823. Whenever it shall be shown to the satisfaction of the Secretary of War that the National Guard of any State, Territory, or the District of Columbia is properly organized, armed, and equipped for field service, the funds annually apportioned to a State, Territory, or the District of Columbia from the appropriation provided for under section 83 of the act of Congress approved June 3, 1916,

may be used for obtaining on requisition, as set forth in paragraph 825, any article issued by any of the supply departments of the Army.

824. United States property may be obtained by the National Guard of the several States, Territories, and the District of Columbia in any one of the following ways:

(*a*) By issue by the War Department, the cost thereof to be charged against the annual apportionment to the State, Territory, or the District of Columbia, made from the appropriation provided for under section 67 of the act of Congress approved June 3, 1916.

(*b*) By issue by the War Department, the cost thereof to be charged against the annual apportionment to the State, Territory, or the District of Columbia, made from the appropriation provided for under section 83 of the act of Congress approved June 3, 1916.

(*c*) By issue by the War Department without charge against militia or National Guard appropriations, if such special authorization be provided by Congress.

(*d*) Field artillery equipment, by issue by the War Department, the cost thereof to be charged against such special appropriations as are made by Congress for such purposes from time to time.

(*e*) By purchase by the State from its own funds pursuant to the authority granted in section 86 of the act of Congress approved June 3, 1916. (See par. 833.) With the exception of the last method indicated the property will remain the property of the United States and must be accounted for to the War Department by the property and disbursing officer for the United States in each State, Territory, and the District of Columbia.

825. Requisitions for ordnance and ordnance stores, quartermaster supplies, signal equipment and stores, engineer property, medical property and stores, equipment for military aeronautics, motor transportation, and for such forms as are for use in connection with property accounting, will be submitted on form Purchase and Storage No. 160.

826. Requisitions will contain the following:

(*a*) Complete shipping address of the officer to whom the property is to be shipped.

(*b*) The following certificate signed by the governor of the State, Territory, or the commanding general of the District of Columbia Militia, or the officer for the United States designated to make requisitions for stores in the name of such governor or the commanding general of the District of Columbia Militia:

I certify that the articles enumerated hereinbefore are required by the National Guard of the ..... of ....., for the fiscal year ending June 30, 19—, under ..... (designating the appropriation), and that the ..... of ..... has adequate and suitable storage facilities for the safe-keeping and preservation of the property.

827. Separate requisitions will be submitted for each class of supplies required for, i. e.—

Ordnance and ordnance stores. (See pars. 829 and 830.)
Quartermaster supplies.
Signal equipment and stores.
Engineer property.
Medical property and stores.
Equipment and supplies for military aeronautics.
Motor transport equipment and supplies.
Publications.
Blank forms (separate for each department or bureau from which issued).

828. In no case can any one requisition call for supplies, equipment, or stores issued by different supply departments. Requisitions of this character will be returned to the State concerned to be prepared as required by these regulations.

829. Attention is invited to the following extracts from Supply Circular No. 29, War Department, Purchase, Storage, and Traffic Division, General Staff, April 8, 1918:

2. (*a*) In accordance with the terms of Supply Circulars Nos. 80 and 109, that part of the Ordnance Department having to do with the * * * issue of the following ordnance material is hereby transferred to the office of the Director of Purchase and Storage:

Pack equipment.
Artillery and machine gun harness.
Personal, horse, and mess equipment for officers and enlisted men.
Intrenching tools.
Fencing equipment.
Marksmanship insignia.
Marking outfits and stencils.
Blacksmiths', saddlers', and carpenters' tools.
Troop panniers with contents.
Equipment repair trucks or similar trucks.
Cleaning and preserving supplies, including all oils and paints.
All spare parts and material necessary for the maintenance and repair of the above.

(*b*) The Ordnance Department will continue to be responsible until further notice for the * * * issue of the following ordnance material:

All artillery, including special artillery vehicles, tanks, and tractors.
All ammunition and its components.
All pyrotechnics and rifle and hand grenades.
All special ordnance repair trucks except equipment repair trucks and similar trucks.
All fire-control instruments and sights for artillery and machine guns.
Machine guns and automatic rifles.
Rifles, pistols, revolvers, shotguns, and all other small arms.
Bayonets, bolos, sabers, and all other hand arms.
Arm chests and arm racks.
Range-finding instruments.

Targets and target material.
Decapping and cleaning tools for small-arm cartridges.
All tools for repair of small arms and machine guns, including arm repair chests with contents, armorers' tool chests with contents, tool rolls and pistol cleaning kits.
All tools, equipment, and spare parts, and publications and blank forms pertaining to the above.

830. In view of the above, separate requisitions will, in the future, be made by the States, Territories, and the District of Columbia, for any of the ordnance equipment listed in subparagraph (*a*) of the above quotation from Supply Circular 29, from those listed in subparagraph (*b*) in order that, upon approval by the Militia Bureau, such requisitions may be forwarded to the respective supply sources.

831. Issues are limited to the standard adopted types and models used in the regular service. Experimental or provisional arms, equipments, or stores will not be issued.

832. It is contrary to the proper relation between the War Department and the States, as well as violation of law, to issue stores where no adequate provision has been made by the State to protect them from deterioration through the action of the elements or from loss or damage through theft or fire. No field artillery matériel will be issued for the use of any field battery unless it is clearly shown by the State authorities that adequate armory facilities, both for instructional purposes and for safeguarding the matériel, have been furnished, and that a competent caretaker, who shall be a mechanic, is employed to take care of the matériel.

CASH PURCHASES.

833. Under the provisions of section 86 of the act of Congress approved June 3, 1916, a State, Territory, or the District of Columbia may, with the approval of the Secretary of War, purchase from the War Department for the use of the National Guard of such State, Territory, or the District of Columbia, including the officers thereof, any stores, supplies, material of war, and military publications furnished to the Army at the prices at which they shall be listed to the Army, with cost of transportation added. The law further provides that articles so purchased may, in time of actual or threatened war, be requisitioned by the United States, and when so requisitioned and delivered credit for the ultimate return of such property in kind shall be allowed to such State, Territory, or the District of Columbia. Requests for the purchase of supplies authorized by law to be sold to a State, Territory, or the District of Columbia will be made in triplicate on a blank form furnished by the Militia Bureau for this purpose, and when so obtained will become the property of the State; but, as by the terms of this purchase they are subject to requi-

sition by the United States in case of actual or threatened war, such articles are not to be disposed of by a State, Territory, or the District of Columbia except by loss, destruction, or by fair wear and tear in service; and when so lost or destroyed or worn out by fair wear and tear in service the War Department will be so notified. A report will be rendered on December 31 of each year, giving a list of the property so purchased and remaining on hand.

834. Requisitions for cash purchases will contain the following:

(*a*) Complete shipping address of the officer to whom the property is to be shipped.

(*b*) A certificate signed by the governor of the State, Territory, or the commanding general of the District of Columbia Militia, as follows:

I certify that the articles requested hereon are for the use of the National Guard of the ..... of .....; that it is clearly understood that these articles are subject to requisition by the United States for use in the military service thereof; that these articles will remain the property of the ..... of ....., and will not be disposed of in any manner whatsoever except by loss, destruction, or fair wear and tear in the military service; and when so lost, destroyed, or worn out by fair wear and tear in the military service, that the Chief of the Militia Bureau will be so notified.

835. When supplies other than ordnance are purchased as authorized by section 86 of the act of Congress approved June 3, 1916, check or postal money order to the value of the stores so purchased shall be drawn to the order of "The Director of Purchase and Storage."

836. Requisitions for the purchase of ordnance and ordnance stores should describe the articles desired in accordance with the nomenclature established in the price lists issued by the Ordnance Department.

837. Remittances in payment for articles of ordnance property should be by draft made payable to the order of the commanding officer of the arsenal making the sale and be drawn on a national bank located conveniently for purposes of collection. When a different description of articles, or a different method of remitting funds, is followed, delay may result in shipment of the articles purchased.

838. When application is made to the War Department for the purchase of ordnance property it is preferable to postpone the making of remittances until notification of the amount due is received by the purchaser from the commanding officer of the arsenal who may be authorized to make the sale. On the receipt of the notification, remittances will be made by the method indicated in the preceding paragraph.

839. When troops of the National Guard are engaged in joint maneuvers or field exercises for instruction with regular troops, the Secretary of War will, on application therefor, grant authority for the sale for cash to the States, Territories, and the District of Co-

lumbia, for the use of the National Guard thereof, of any articles of subsistence stores that are kept on hand for sale to the Regular Army.

840. United States property can not be sold by the War Department to individual members of the National Guard, either directly or through the military authorities of the State. Under the provisions of section 86 of the act of Congress approved June 3, 1916, any State, Territory, or the District of Columbia may, as indicated in paragraph 833, with the approval of the Secretary of War, purchase for cash from the War Department, for use of the National Guard, including the officers thereof, any stores, supplies, material of war, and military publications such as are furnished to the Army. Articles so purchased become the property of the State, but the State, under the terms of the purchase, can not dispose of them by sale to individuals, as the United States, under the terms of the sale, has a lien on them for use by requisition in case of emergency. Articles purchased under the law may be issued to officers of the National Guard of the State for their use in the military service, but the State can not transfer its title to them.

ACCOUNTABILITY.

841. All military property issued to the National Guard as provided by law remains the property of the United States.

842. United States property issued to a State, Territory, or the District of Columbia for the use of the National Guard thereof can not be loaned or used for any purpose other than that for which issued.

843. Accountability devolves upon any person to whom United States property is intrusted and who carries such property in stock for issue. Responsibility without accountability devolves upon any person to whom such property is intrusted for use by him or his organization or detachment. An accountable officer is relieved from responsibility for property when he issues same upon proper requisition. A responsible officer is not relieved from responsibility for property which has been issued to him until he has returned the property to the issuing officer, or has been relieved from responsibility by transfer of property to his successor, or by approved survey proceedings or other prescribed methods for release from property responsibility.

844. All United States property must be accounted for on prescribed forms and records. All United States property unaccounted for to the War Department will when discovered be taken up and accounted for by the proper accounting officer. When discovered by officers not accountable for property or by enlisted men or civilian employees, they shall report the same as soon as practicable to the accountable officer, who will take it up and account for it. When

for any reason the accountable officer can not be communicated with or is not known to the officer or enlisted man or civilian employee, such officer, enlisted man, or civilian employee will notify the adjutant general of the State, Territory, or the District of Columbia, who will see that the accounting officer is notified.

845. Under the provisions of section 67 of the act of Congress approved June 3, 1916, the property and disbursing officer for the United States in each State, Territory, and the District of Columbia is the accountable officer for all United States property in the possession of the National Guard of the State, Territory, and the District of Columbia, and shall keep such records and make such returns and reports concerning the same as may be required by the Secretary of War.

846. When National Guard organizations are called into the service of the United States, responsibility and accountability for United States property in the possession of such organizations devolve upon the officers thereof as in the case of officers of the Regular Army.

847. The property and disbursing officer for the United States is required to keep distinctly separate the several classes of United States property in all business transactions with the War Department in regard thereto.

The several classes of supplies are as follows:

Quartermaster.
Medical.
Engineer.
Ordnance (two subdivisions, see par. 829).
Signal.
Military aeronautics.
Motor transport.
Adjutant General's Office (publications).

Details of stores pertaining to the several supply departments are contained in the supply manuals of the departments.

848. All United States property issued to the National Guard of a State, Territory, and the District of Columbia, as a charge against any Federal appropriations shall be taken up and accounted for by the property and disbursing officer for the United States appointed in each State, Territory, and the District of Columbia, under such regulations as the Secretary of War may prescribe and deem necessary to protect the interests of the United States.

849. When an officer to whom stores have been forwarded believes them to have miscarried he will promptly inform the issuing and forwarding officers.

850. If an officer to whom public property has been transferred fails to accomplish the necessary papers covering the transaction

within a reasonable time, the transferring officer will report the facts to the superior officer of the former for action. Copies of all papers relating to the transaction will be filed with his records.

851. Upon the receipt of public property by an officer he will make careful examination to ascertain its quality and condition, but will not break original packages until issues are to be made, unless he has reason to believe the contents defective. Should he discover defect or shortage, or consider the property unfit for use, he will file an over, short or damage report or, as the facts may determine, apply for a survey to ascertain the facts and fix the responsibility. The same rule will be observed in regard to packages when first opened for issue, and for property damaged or missing while in store.

852. When packages of supplies are opened for the first time, whether because of apparent defect or for issue, the officer responsible or some other commissioned officer will be present and verify the contents by actual weight, count, or measurement, as circumstances may require, and in case of deficiency or damage will make written report of the facts to the adjutant general of the State, Territory, or the District of Columbia. If only the officer responsible be present and make the report, he will secure the sworn statements in writing of one or more civilians or enlisted men regarding the condition of the property when examined. Should a survey be ordered, the adjutant general of the State, Territory, or the District of Columbia will refer to the surveying officer the report made by the examining officer, together with the sworn statements.

853. The giving or taking of receipts in blank for United States property is prohibited.

854. Unless otherwise prescribed the same regulations that now govern accountability for public property in the Army will govern as to accountability between the property and disbursing officer for the United States and the War Department for property issued to the National Guard, and the necessary blank forms for keeping the required records of said property will be furnished to the governors of the several States and Territories and the commanding general of the District of Columbia Militia on application to the Chief of the Militia Bureau, War Department.

855. In the event that any errors or irregularities are discovered in the records of the property and disbursing officer, he will be notified through the adjutant general of the State or Territory, or the adjutant general of the National Guard of the District of Columbia, of such errors or irregularities found therein with a view to their correction. If the necessary corrections be not made within three months from date of notification, or the Chief of the Militia Bureau advised why the corrections have not been made within that time,

the facts will be reported to the Secretary of War, in order that no more issues of military stores may be made until the errors or irregularities shall have been corrected or satisfactorily explained.

UNITED STATES PROPERTY DAMAGED, LOST, OR DESTROYED.

856. Lack of proper care of Federal property will not be tolerated, and any loss, damage, or destruction of such property by reason of carelessness or lack of proper attention will result in the States concerned being charged with the value thereof, and the law which requires that such losses must be paid from State or personal funds will be strictly enforced.

857. Section 87 of the act of Congress approved June 3, 1916, provides that whenever any property issued to the National Guard in any State, Territory, or the District of Columbia shall have been lost, damaged, or destroyed, or become unserviceable or unsuitable by use in service or from any other cause while in possession of the State, it shall be examined by a disinterested surveying officer of the Regular Army or the National Guard detailed by the Secretary of War, and the report of such surveying officer shall be forwarded to the Secretary of War or to such officer as he shall designate to receive such reports; and if it shall appear to the Secretary of War from the report of survey that the property was lost, damaged, or destroyed through unavoidable causes, he is authorized to relieve the State or Territory or the District of Columbia from further accountability therefor. If it shall appear that the loss, damage, or destruction of property was due to carelessness or neglect, or that its loss, damage, or destruction could have been avoided by the exercise of reasonable care, the money value of such property shall be charged to the accountable State, Territory, or District of Columbia, to be paid from State, Territory, or District funds, or any funds other than Federal. If the articles so surveyed are found to be unserviceable or unsuitable, the Secretary of war shall direct what disposition, by sale or otherwise, shall be made of them; and, if sold, the proceeds of such sale, as well as stoppages against officers and enlisted men, and the net proceeds of collections made from any person or from any State, Territory, or the District of Columbia to reimburse the Government for the loss, damage, or destruction of any property, shall be deposited by the Chief of the Militia Bureau, in the Treasury of the United States as a credit to said State, Territory, or the District of Columbia accountable for said property, and as a part of and in addition to that portion of its allotment set aside for the purchase of similar supplies, stores, or material of war. For the proper method of making such refundments see paragraph 785. The law further provides that if any State, Territory, or the District of Columbia shall neglect or refuse to pay, or cause to be paid, the

money equivalent of any loss, damage, or destruction of property charged against such State, Territory, or District of Columbia after survey as provided for above by a disinterested officer appointed by the Secretary of War, the Secretary of War is authorized to debar such State, Territory, or the District of Columbia from further participation in any or all appropriations for the National Guard until such payment shall have been made.

858. The surveying officer or officers detailed by the Secretary of War in each State, Territory, or District of Columbia will be so detailed or appointed from the officers of the National Guard of the State, Territory, or District of Columbia, or from officers of the Regular Army on duty with the National Guard thereof as inspector-instructors or, if neither an officer of the National Guard or the Regular Army detailed as inspector-instructor is available, by the detail of any available Regular Army officer. The detail or appointment as surveying officer of an officer or officers of the National Guard or Regular Army on duty with the National Guard will not be changed except for reasons which appear to the War Department to be good and sufficient. Recommendations of officers of the National Guard for appointment as surveying officers of a State will be called for from time to time. An officer of the National Guard Reserve is not eligible for designation as a surveying officer. (See Opn. J. A. G., June 14, 1918.)

859. The travel and other necessary expenses of officers of the Regular Army detailed as surveying officers are properly chargeable against that part of the appropriation made by Congress under the provisions of section 67 of the act of June 3, 1916, for the payment of the actual and necessary expenses incurred by officers and enlisted men of the Regular Army when traveling on duty in connection with the National Guard, and the payment of such expenses will be made by the property and disbursing officer for the United States in the State, Territory, or the District of Columbia.

860. Reports of surveying officers will be made out in quadruplicate on blanks furnished by the Militia Bureau and forwarded to the adjutant general of the State, Territory, or the District of Columbia, who will in turn forward the same to the Chief of the Militia Bureau, with the recommendation of the governor of the State or Territory or the commanding general of the District of Columbia Militia.

861. Upon the receipt of the report of a surveying officer in the office of the Chief of the Militia Bureau it will be examined, and if it appears from such report that the property was lost, damaged, or destroyed, or became unserviceable or unsuitable, as a result of unavoidable causes, and that reasonable and proper care was exercised by the State, Territory, or the District of Columbia to safeguard and protect the property concerned from loss, damage, or

destruction, one copy of the report will be returned by the Chief of the Militia Bureau to the property and disbursing officer for the United States in the State, Territory, or the District of Columbia, through the adjutant general thereof, with authority to drop the articles enumerated thereon from his property records and with instructions as to their disposition, by sale or otherwise. One copy will be retained for the files of the Militia Bureau, one copy forwarded by the Militia Bureau to the property accounts branch, office of Director of Finance, Washington, D. C., and one copy forwarded to the zone property auditor who is charged with auditing the property account from which the property is to be dropped. If ordered destroyed, an affidavit must be made on the record of survey by a disinterested officer of the National Guard, or by an officer of the Regular Army on duty with the National Guard of the State, Territory, or District of Columbia, that the destruction of the articles was accomplished in his presence. For disposition of proceeds of sale of condemned property see paragraph 785.

862. For cost of transportation of unserviceable and unsuitable property turned in to the United States arsenal or depot see paragraph 768.

863. If it appears from the report of a surveying officer that the property was lost, damaged, or destroyed as a result of avoidable causes and that reasonable care was not exercised by the State, Territory, or the District of Columbia to safeguard and protect the property concerned from loss, damage, or destruction, the adjutant general of the State will be so notified and directed to forward the necessary funds to cover the cost of the property. Upon receipt of the funds to cover such cost one copy of the survey report will be furnished to the property and disbursing officer for the United States in the State, Territory, or the District of Columbia, through the adjutant general thereof, with authority to drop the property enumerated thereon from his property accounts, one copy forwarded by the Militia Bureau to the property accounts branch, office of Director of Finance, Washington, D. C., one copy forwarded to the zone property auditor concerned, and one copy filed in the Militia Bureau.

864. Whenever an officer of the National Guard who is responsible for United States property shall discover that any of such property has been lost, stolen, or destroyed, or has become unserviceable or unsuitable from use in service, or from any other cause, he should report immediately the fact, through proper military channels, to the adjutant general of the State or Territory or of the National Guard of the District of Columbia in order that the action of a surveying officer may be had at the earliest practicable date.

865. The report of the surveying officer should show in detail opposite each article on his report in what respect the article is unservice-

able or unsuitable. It will also indicate in each case, for the guidance of the Secretary of War, the disposition which, in his opinion, should be made of said property. Should the surveying officer recommend the sale of the property, the recommendation will state whether by auction or by inviting bids from dealers or others likely to purchase said articles and will give reasons therefor. In case any public property is rendered unserviceable through causes other than the ordinary incidents of service, the surveying officer should investigate fully the circumstances, report the facts, and, if possible, fix the personal responsibility therefor.

866. A surveying officer should elicit all evidence obtainable and should not limit his inquiries to affidavits or statements presented by interested parties, especially in cases of alleged theft or embezzlement, and he should not recommend the relief of officers or soldiers from responsibility unless fully satisfied that those charged with the care of the property have performed their whole duty in regard to it. He should hear in person or by deposition all persons concerned. Before relief from accountability will be granted on account of the loss or theft of small arms, conclusive evidence must be submitted with the report that every possible precaution had been taken for their safe-keeping. Evidence will be presented also to show what steps were taken for the recovery of lost or stolen property.

867. Officers responsible for property to be surveyed will in all cases furnish the surveying officer with original affidavits by themselves and by such witnesses as they may rely upon to relieve them from responsibility, and three duly attested copies of such affidavits must accompany the report.

868. Federal property in possession of States, Territories, and the District of Columbia, which has become unserviceable, is not subject to condemnation upon inventory and inspection reports, but must be disposed of by survey proceedings.

869. Unserviceable property is, with reference to its disposition, divided into classes as follows:

(1) Property worn out in the service and which has no salable value.

(2) Property worn out by fair wear and tear in the service which presumably has some salable value.

(3) Property which has been rendered unserviceable from causes other than fair wear and tear in the service.

870. Great care should be taken to prevent property once condemned and ordered dropped from the returns from being again presented for survey. When property is presented to a surveying officer for condemnation, the officer responsible will certify in the inventory that the property has not been previously condemned.

871. Clothing infected with contagious diseases may be destroyed prior to the action of a surveying officer, provided the necessity for such destruction is certified to by a competent physician or medical officer cognizant of the facts. Such certificate should set forth the facts and be made a part of the subsequent survey proceedings.

872. Whenever any property is lost, destroyed, stolen, or rendered unserviceable or unsuitable by reason of the fact that it has not been stored properly or that reasonable and proper care has not been exercised in regard to its safety or preservation, the United States considers that the State is responsible, under the terms of the law, for such loss, destruction, theft, unserviceability, or unsuitability.

873. Reasonable care as far as protection from fire is concerned will be considered as having been exercised only when every possible precaution in this regard has been employed. The employment of watchmen or caretakers is essential to insure frequent inspections in order to properly guard against losses of this character. In order that the interests of a State may be protected, it is suggested that steps be taken to insure this property against loss by fire. The cost of such insurance can not, however, be met from Federal funds, as the care and protection of United States property issued to a State is incumbent upon the State. Insurance money received may be applied by the State to the purchase, under authority of the act of February 24, 1897 (29 Stat., 592), of stores and supplies in lieu of those destroyed, and such stores and supplies taken up and accounted for by the State in place of those destroyed.

874. The loss of small arms, particularly revolvers, by the National Guard follows in a large measure from the failure to effectively secure this class of property from theft. When small arms are not in the possession of enlisted men for the performance of military duty, they are required to be locked in the arm racks or the arm lockers. The arm racks are intended for the safe-keeping of the small arms in daily use by the organizations to which they have been issued, and the arm lockers for such arms as are not required to be issued frequently to enlisted men.

875. When for any reason troops in the field are not permitted to be armed at all times, responsible officers will have the pistols safeguarded under conditions that will prevent their loss.

876. The National Guard of the several States, Territories, and the District of Columbia is required to have the arm racks and arm lockers supplied by the Ordnance Department on hand for the safekeeping of the small arms issued to them and to see that every possible precaution is taken in this respect.

877. The several States, Territories, and the District of Columbia are required to provide suitable armories for the safekeeping of property of the United States issued to them.

878. Organizations of the National Guard, unless they are serving in the field, are required to store the property issued to them in the armories provided for the purpose.

879. Property and disbursing officers will store property in their immediate possession in a systematic manner so as to afford not only protection thereto but accessibility as well.

880. Reasonable care will not be considered as having been exercised in the safekeeping of small arms and ammunition and their protection against loss, theft, or damage unless every possible precaution in this regard has been employed. The employment of watchmen or caretakers appears to be essential in order to properly guard against losses of this character.

881. Reasonable care can not be considered as having been exercised for the safety of property when it appears that the loss, damage, destruction, or theft thereof was due to carelessness, willful neglect, or the failure to exercise ordinary foresight.

882. The responsibility of officers of the National Guard for damage to, loss, theft, or destruction of United States property issued to them by the property and disbursing officer for the United States in the State, Territory, or the District of Columbia, must be determined by the proper authority in each State, Territory, or the District of Columbia. The War Department holds the State, Territory, or the District of Columbia responsible for the payment of such charge as may be made for loss, damage, destruction, or theft of United States property, and under the law can look only to the State, Territory, or the District of Columbia for payment.

883. Whenever information is received that animals or other property belonging to the United States are unlawfully in the possession of any person not a member of the National Guard, the property and disbursing officer for the United States or any other officer of the National Guard will promptly cause proceedings to be instituted and diligently prosecuted before the court authorities for the recovery of the property, and, if the same has been stolen, for the arrest, trial, conviction, and due punishment of the offender and his accomplices.

884. Upon satisfactory information that such United States property unlawfully in the possession of any parties is likely to be taken away, concealed, or otherwise disposed of before the necessary proceedings can be had in the civil tribunals for its recovery, the property and disbursing officer for the United States or any other officer of the National Guard will at once cause the same to be seized and will hold it subject to any legal proceeding that may be instituted by other parties. Persons caught in the act of stealing United States property will be summarily arrested and turned over to the civil authorities for trial.

885. The keys of storerooms or chests will not be intrusted to enlisted men or civilians without great vigilance on the part of the accountable or responsible officer and a resort to every possible and reasonable precaution, including frequent inspections, to prevent loss or damage.

886. Small arms, saddle blankets, time-interval recorders, cartridge cases, and small stores of like character, being articles of property which may be readily disposed of, accountable and responsible officers are required to take every possible precaution for their safekeeping.

887. The various articles of ordnance property which are issued to the National Guard for the care and preservation of ordnance and ordnance stores are described in ordnance price lists and in pamphlets descriptive of the ordnance and ordnance stores for which the parts and supplies are required. In addition, these pamphlets and other manuals generally give detailed instructions in regard to the care and preservation of the articles described and referred to therein, and such instructions are made a part of these regulations.

888. In view of the injurious effect of moisture and dust on the lenses of optical instruments such as range finders, field glasses, types C and EE, etc., they are required to be kept or stored under such conditions as will insure as much freedom from moisture and dust as can be obtained.

889. An officer in charge of United States property in use or in store will endeavor by timely repairs to keep it in serviceable condition. Any necessary material or authority for repairs made by local dealers will be furnished on request, and the expense necessary for such repairs will be authorized by the Secretary of War on application to the Chief of the Militia Bureau. Applications of this character must be accompanied by an estimate showing the repairs necessary and the probable cost thereof. The cost of such repairs if met from Federal funds, is properly chargeable against the apportionment to a State, Territory, or the District of Columbia, made under section 67 of the act of Congress, approved June 3, 1916, otherwise, from funds other than Federal.

890. When property can not be repaired as indicated in the preceding paragraph, it will, except as indicated in paragraph 891, be sent to an arsenal or depot to be repaired, approval being first obtained from the Chief of the Militia Bureau to make the shipment and to have the repairs made. The cost of transportion of property issued to the National Guard, when turned in to an arsenal or depot for repair or replacement, must be paid from State funds, or as provided in paragraph 768.

891. Whenever the matériel of a field battery or headquarter organization, or parts thereof, including artillery, special artillery vehicles, tanks and tractors, ammunition and its components, pyrotechnics and rifle and hand grenades, special ordnance repair trucks (except equipment repair trucks and similar trucks), fire control instruments and sights for artillery and machine guns, machine guns and automatic rifles, rifles, pistols, revolvers, shot guns and all other small arms, bayonets, bolos, sabers and all other hand arms, arm chests and arm racks, targets and target matériel, decapping and cleaning tools for small arms cartridges, tools for repair of small arms and machine guns, including arm repair chests with contents, armorers' tool chests with contents, tool rolls and pistol-cleaning kits and all tools, equipment, and spare parts pertaining to the foregoing are in need of repairs requiring the services of skilled mechanics of the Ordnance Department, the commanding officer of the battery or headquarter organization will submit, through military channels, to the adjutant general of the State, Territory, or the District of Columbia Militia, a report describing in detail the character and extent of the repairs required and the cause of the damaged condition of each article. The adjutant general of the State, Territory, or the District of Columbia Militia, if the making of the repairs is approved by him, will forward the report directly to the commanding general of the department charged with the inspection and repair of the matériel, as prescribed in paragraph 71, with request that the repairs be made by the Ordnance Department and their cost charged to the apportionment of the State, Territory, or the District of Columbia under section 67 of the act of June 3, 1916. Upon receipt of such request the ordnance officer in charge will, by communication with the commanding officer of the battery or headquarter organization, arrange for making them at a convenient time, and inform the commanding officer of the battery or headquarter organization of the probable number of men that will be required to assist the mechanic or mechanics designated to make the repairs. The repairs generally will be made by skilled mechanics of the Ordnance Department sent for the purpose, although if desired by the battery commander, and if the ordnance officer approves thereof, the work may be performed by the battery mechanic. If done by ordnance mechanics the latter will report their arrival and departure in person to the commanding officer of the battery or headquarter organization, who, in the absence of an officer of the Ordnance Department, will supervise the work done by the mechanics, keep a record of the number of hours worked each day by each mechanic, and upon completion of the repairs will forward the time record to the ordnance officer in charge, with a statement showing the date and hour of arrival and departure of each mechanic and the manner in which he conducted himself

while on duty. Upon completion of the work the department ordnance officer in charge will report the cost thereof to the Chief of Ordnance Field Service, Ordnance Office, who will make a report to the Chief of the Militia Bureau. No repairs for any State, Territory, or the District of Columbia shall, however, be made if the cost thereof exceeds the amount available and designated for such work. The cost of transportation of materials, tools, and supplies required in making the repairs will be reported to the Chief of the Militia Bureau by the Director of Finance.

892. To facilitate the inspection, repair, and alteration by the Ordnance Department of field artillery matériel issued by that department to the National Guard, the States and Territories, and the District of Columbia are assigned to territorial districts, and the latter are placed under the charge of the commanding generals of the departments, as follows:

The commanding general, Northeastern Department, Boston, Mass.: The States of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

The commanding general, Eastern Department, Governors Island, New York Harbor: The States of New York, Pennsylvania, New Jersey, Delaware, Maryland, and Virginia, and the District of Columbia. (*Changes No. 1, December 18, 1919.*)

The commanding general, Southeastern Department, Charleston, S. C.: The States of North Carolina, South Carolina, Tennessee, Georgia, Florida, Alabama, Mississippi, Arkansas, and Louisiana.

The commanding general, Southern Department, San Antonio, Tex.: The States of Oklahoma, Texas, New Mexico, and Arizona.

The commanding general, Western Department, San Francisco, Calif.: The States of California, Nevada, Utah, Oregon, Washington, Idaho, Wyoming, and Montana.

The commanding general, Central Department, Chicago, Ill.: The States of Indiana, Illinois, Ohio, West Virginia, Kentucky, Michigan, Wisconsin, Minnesota, Iowa, Missouri, Kansas, Nebraska, North Dakota, South Dakota, and Colorado.

The commanding general, Hawaiian Department, Honolulu, Hawaii: The Territory of Hawaii.

893. The Field Artillery matériel issued to the National Guard by the Ordnance Department of the Army will be inspected by the department ordnance officer or his assistant, as often as may be deemed by the commanding general or the Chief of Ordnance as necessary. At least one inspection will be made each year. The ordnance matériel referred to in the first paragraph will be subject at all times to inspection by the Chief of Ordnance or his personal representative.

894. Upon receipt of orders to inspect the field artillery matériel in the possession of any State or Territory or of the District of Columbia, the inspecting officer will notify, through the commanding general of the department, the adjutant general of the State, Territory, or of the District of Columbia Militia of his designation for the duty and the date upon which the matériel of each battery or headquarters organization will be inspected by him. At each inspection all ordnance matériel issued to a battery or headquarters organization by the United States will be examined and maneuvered in such manner as will enable the inspecting officer to fully determine its condition. Whenever practicable, not to exceed two rounds will be fired from each field gun by the inspecting officer, the ammunition for this purpose being furnished by the United States. Commanding officers of batteries and headquarters organizations and officials of the States, Territories, or the District of Columbia should render such assistance as may be required by the inspecting officer in the performance of his duty, including the furnishing of details of men that may be needed for maneuvering, firing, dismounting, and assembling the matériel. Upon completion of the inspection of each battery or headquarters organization the commanding inspecting officer will submit a report in duplicate on the prescribed form to The Adjutant General of the Army, who will transmit one copy to the Chief of Ordnance and the other copy to the Chief of the Militia Bureau for reference through the adjutant general of the State, Territory, or the adjutant general of the District of Columbia Militia to the commanding officer of the battery or headquarters organization for the information of the latter, and for such action by the National Guard authorities as may be necessary in each case. The report will state in detail the condition of all parts of the ordnance equipment, and if defective in any way the character and extent of the repairs required and the causes of the defective condition of the equipment.

895. At these inspections the repairs or alterations made since the last previous inspection will be carefully observed to see that the drawings, instructions, etc., have been complied with. A statement of changes made and of such alterations as are still to be incorporated will be made on the regular form of inspection report forwarded to The Adjutant General of the Army.

896. In case the adjutant general of a State, Territory, or the District of Columbia Militia, should desire to have the cost of the repairs paid out of funds (other than Federal) at his disposal instead of out of the apportionment of the State, Territory, or the District of Columbia under section 67 of the act of June 3, 1916, the adjutant general is authorized to make request directly to the commanding general of the department in charge of the district to make the repairs. Upon re-

ceipt of such request the latter will submit to the adjutant general an estimate of the cost of the repairs and request remittance to him of the funds required. Upon receipt of the funds the repairs will be made. When they shall have been completed the adjutant general will be furnished with an itemized statement in duplicate of the cost of the repairs and any unexpended balance of the funds will be returned. The officer making the repairs will submit to the Chief of Ordnance a report showing in detail the character and extent of the repairs and the serial numbers of the guns and vehicles to which the repairs were made, including a copy of the itemized statement of the cost of such repairs.

897. In case it should be impracticable for the commanding officer of the battery or headquarters organization to furnish men to assist the mechanic or mechanics, the necessary labor will be employed by the department ordnance officer and the cost thereof charged to the State, Territory, or the District of Columbia.

898. All materials, tools, and supplies required in making repairs or alterations and the ammunition to be used by the inspecting officer will be shipped to the commanding officer of the battery or headquarters organization, who will be charged with their safe-keeping, and who will immediately report their arrival to the department ordnance officer.

899. When necessary to ship materials, tools, or supplies to any battery or headquarters organization for use in making repairs or to ship any parts to a manufacturing arsenal for repairs that can not be made at the station of the battery or headquarters organization, the shipment will be made by freight by the officer of the Ordnance Department in charge of the district or by the nearest officer of the Transportation Service. All officers shipping materials under this order will be careful to insert a notation on the bills of lading that the materials shipped are for the repair of equipment in the hands of the National Guard of the State to which the organization belongs for which the repairs are being made.

900. When a complete equipment of field artillery matériel is received by any battery of the National Guard, the commanding officer of the battery will promptly notify the adjutant general of the State, Territory, or the District of Columbia Militia, who in turn will report its receipt to the Chief of the Militia Bureau, in order that an officer of the Army may be sent by the War Department to instruct the personnel of the battery in the care, preservation, and use of the matériel.

901. Whenever any of the equipment issued by the Purchase and Storage Service can not be repaired within the organization, the organization commander will submit it for the action of the inspector-instructor, who will pass upon its serviceability and reparability. The inspector-instructor will list all property which he declares serviceable and reparable. This list will be signed by him and forwarded to the

United States property and disbursing officer who will, before forwarding this list, make a statement that there are funds available for the repair of these articles. He will forward this list, with a letter asking for instructions, to the zone supply officer charged with the supply of the state to which the organization belongs as prescribed in paragraph 902.

902. To facilitate the repair and alteration of equipment issued by the Purchase and Storage Service to the National Guard, the States and Territories, and the District of Columbia are assigned to general supply depots, as follows:

General supply depot, Boston, Mass.: The States of Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island.

General supply depot, New York, N. Y.: The States of New York, Connecticut, and New Jersey.

General supply depot, Philadelphia, Pa.: The State of Pennsylvania and Porto Rico.

General supply depot, Baltimore, Md.: The States of Delaware, Maryland, and Virginia.

General supply depot, Washington, D. C.: The District of Columbia.

General supply depot, Atlanta, Ga.: The States of North Carolina, South Carolina, Georgia, Florida, Alabama, and Tennessee.

General supply depot, Chicago, Ill.: The States of West Virginia, Ohio, Kentucky, Indiana, Michigan, Wisconsin, Minnesota, Illinois, and Iowa.

General supply depot, St. Louis, Mo.: The States of Missouri, Kansas, Oklahoma, and Arkansas.

General supply depot, New Orleans, La.: The States of Louisiana and Mississippi.

General supply depot, Fort Sam Houston, Tex.: The State of Texas.

General supply depot, Omaha, Nebr.: The States of Nebraska, Colorado, Utah, Wyoming, North Dakota, and South Dakota.

General supply depot, El Paso, Tex.: The States of Arizona and New Mexico.

General supply depot, San Francisco, Calif.: The States of California, Oregon, Washington, Idaho, Montana, and Nevada, and Hawaii.

903. The adjutant general of each State and Territory and the District of Columbia is requested to issue such orders as may be necessary to insure the carrying out of the foregoing instructions.

904. United States property which has been issued to a State, Territory, or to the District of Columbia, as a charge against Federal appropriations, can only be dropped from the records of the property and disbursing officer for the United States in the State, Territory, or the District of Columbia in five ways: First, by survey proceedings as set forth in paragraph 857; second, by over, short, and damage reports; third, by turning in property to a Federal depot or arsenal;

fourth, by transfer to the National Guard in Federal service; and fifth, by certificate of expenditure.

905. Property authorized to be dropped as expended consists only of such articles as are by their use necessarily consumed, as rope, nails, forage, fuel, etc.

906. Publications issued as a charge against Federal appropriations, with the exception of such manuals and regulations as are rendered obsolete by the issue of later editions, and which may be dropped under the provisions of General Orders No. 179, War Department, November 28, 1904, are not expendable property, and whenever the action of a surveying officer thereon becomes necessary a report should be made for the consideration of the Secretary of War.

907. The adjutant general of each State and Territory and the District of Columbia will cause to be turned in to the Ordnance Department all empty cartridge cases, empty packing boxes, bandoleers, and clips derived from the expenditure, in target practice and in competitions of small-arms ammunition issued to the National Guard by the Ordnance Department, and the Chief of the Militia Bureau advised of the fact.

908. Empty cartridge cases and the empty receptacles named remaining on hand after the ammunition has been fired are the property of the United States, and any other disposition of such property than that indicated is illegal; but, as their original value was charged against the State's allotment, credit will be given each State for material so turned in according to rates in War Department orders issued from time to time.

909. The order of the Secretary of War directing a sale of condemned property will indicate the method of advertising, which will generally be by means of circulars posted in public places and sent by mail to dealers and others likely to purchase. If advertisement in newspapers is indicated, the provisions of paragraphs 502 to 512, Army Regulations, 1913, apply, and request for special authority to advertise must be made to the Chief of the Militia Bureau, designating the newspapers in which advertisement is desired.

910. For disposition of the net proceeds of a sale of condemned property, see paragraph 785.

911. Immediately after a sale of condemned property pertaining to any department an itemized report will be made by the property and disbursing officer for the United States in the State, Territory, or the District of Columbia to the Chief of the Militia Bureau, showing date and place of sale, quantity, and kind of articles sold, prices obtained, names of purchasers, expenses of sale, and gross and net proceeds. This report will be accompanied by a copy of the order authorizing the sale and proper vouchers for the expenses of the sale. The report pertaining to all classes of supplies will be made on War Department Form No. 325, "Account of sales at auction."

912. If an article of United States property issued to the National Guard of a State, Territory, or the District of Columbia be lost, damaged, or destroyed by the negligence or fault of an officer or enlisted man thereof, he should pay the value thereof or the cost of repairs necessary to place the article in serviceable condition. The amount so charged the officer or enlisted man if not collected directly should be entered on the pay roll against any pay that may be due him or may subsequently become due him, the said amount being entered on the roll opposite the name of the officer or enlisted man so charged, but the amount so charged should not exceed the value of the article or cost of repairs, and only on conclusive proof and never without a survey, the officer or enlisted man being informed at the time of signing the roll that his signature will be regarded as an acknowledgment of the justice of the charge.

913. When charges are made on pay rolls covering payments made by the property and disbursing officer for the United States in a State, Territory, or the District of Columbia, credit will be taken thereon for the total amount of pay due, and the amount collected on account of such charges will be forwarded to the Chief of the Militia Bureau for deposit as provided by paragraph 785, together with a letter of transmittal setting forth the facts in detail as to what the amount represents. Upon receipt of notification from the Treasurer that the amount has been covered in to the appropriation, it will be credited to the apportionment of the State, Territory, or District of Columbia concerned under section 67 of the act of June 3, 1916.

914. When charges are made on pay rolls covering payments made by officers of the Quartermaster Corps of the Army, the collections will be made by the quartermaster concerned and forwarded to the Chief of the Militia Bureau for deposit as provided by paragraph 785. Upon receipt of notification from the Treasurer that the amount has been covered into the appropriation it will be credited as indicated in the preceding paragraph.

SYSTEM OF PROPERTY ACCOUNTING.

915. Commencing July 1, 1919, the system of property accounting provided for the Army of the United States by War Department Circular No. 131, dated December 10, 1918, will also apply to Federal property issued to States, Territories, and the District of Columbia for National Guard use and purposes. The installation of this new system will obviate the rendition of property returns by the States, Territories, and the District of Columbia.

Inventory.

916. As of June 30, 1919, each State, Territory, and the District of Columbia will make a complete physical inventory, arranged alphabetically, by size, description, and classification, of all Federal prop-

erty in its possession for National Guard purposes. Separate inventories will be made for such property in the storehouse of the United States property and disbursing officer and that in the possession of each company, troop, battery, or other organization. Three authenticated copies of each inventory will be forwarded by the property and disbursing officer to the Chief of the Militia Bureau on or before July 31, 1919, two of such copies to be transmitted by said Bureau to the Property Accounts Branch, Office of Director of Finance, Washington, D. C. The total amount of these inventories, i. e., of the articles in the property and disbursing officer's storehouse and that in the possession of the organizations, should indicate the actual amount of material in possession of the State as of June 30, 1919. The inventory of the articles in the storehouse of the property and disbursing officer should agree with his initial entries on the stock record card hereafter referred to, and the inventories of articles in possession of the various organizations should agree with their respective copies of property loan record hereinafter referred to, and also with the property and disbursing officer's copies of the property loan records pertaining to the respective organizations.

917. Any shortages as between the property and disbursing officer's accountability under the old accounting system and the actual physical inventory of all property in the State on June 30, 1919, should be covered by survey proceedings, the survey reports to serve as vouchers to his final returns under the old system.

Stock Record Card.

918. (*a*) Each United States property and disbursing officer will on July 1, 1919, set up and thereafter maintain a stock record card system (P. & S. Form No. 258) for stock actually on hand in his storehouse, a separate card being provided for each item of property, both as to description and size. For instance, one card for "Belts, waist" would be sufficient, but for articles of clothing involving sizes, a separate card should be provided for each size, viz, "Hats, service, size 7⅛," "Hats, service, size 7½." On these stock record cards will be recorded the entire amount of property in stock in his storehouse or storehouses as of June 30, 1919, the cards being grouped into the classifications of property, i. e., quartermaster, ordnance, medical, etc., the cards in each group to be arranged alphabetically, where the names of articles consist of two or more words, the distinctive noun being entered first, such as "belts, waist." These cards will be subsequently kept up to date so as to show at any moment the quantities of supplies on requisition (if the articles are to be shipped to the property and disbursing officer), the quantity received by him (giving the receiving number and date of receipt), the quantity issued, and the quantity on hand (giving date and the shipping ticket number and quantity of all unfilled orders on requisitions).

(*b*) When the stock record card is started, the then existing balances in storehouse will be recorded thereon. This entry will be made to show date in column 5, the word "Inventory" in column 6, and the quantity in column 9.

(*c*) When subsequent requisitions are submitted to the Militia Bureau by the State, and the shipment is to be made to the property and disbursing officer, he should enter the date of requisition, number of requisition, and quantities on the stock record card in columns 1, 2, and 3, respectively.

(*d*) When, at the request of the State, the shipment is to be made from the supply depot or arsenal direct to an organization commander, and not to the property and disbursing officer, neither data as to the requisition nor the receipt of the shipment should be entered on the stock record card.

(*e*) Upon receipt of articles shipped to the property and disbursing officer, he should enter on the stock record card, the date of receipt, receiving number, quantity received, new balance, location, and cost, in columns 5, 6, 7, 9, 11, and 12, respectively.

(*f*) When the property and disbursing officer issues property from his storehouse to organizations, the transaction will be entered on the stock record card by indicating date, the serial number of shipping ticket issued by him, the quantity issued, new balance, and cost in columns 5, 6, 8, 9, and 12, respectively. He should also post the articles issued to his copy of the loan record of the organization to which issued.

(*g*) The stock record card is a running inventory of supplies on hand in the storehouse of the property and disbursing officer, and upon it must be recorded all Federal property received from any source whatever, whether by shipment from depot, found, turned in by an organization, or otherwise acquired; and all property transferred back to the Federal Government from the property and disbursing officer's warehouse or dropped by survey proceedings, or sold by authority, must be recorded on the stock record cards.

Property Loan Records.

919. (*a*) On July 1, 1919, the commanding officer of each company, troop, battery or other organization in the State will start a property loan record (P. & S. Form No. 263) on which will be listed all Federal property in possession of the organization or unit on June 30, 1919, as shown by the inventory heretofore referred to. Any articles subsequently received by the organization or unit from the property and disbursing officer or from a shipping depot or arsenal direct will be entered on this record. Any articles returned by the organization or unit or dropped by survey will likewise be recorded, so that at all times the record will indicate the balances on hand.

(*b*) On July 1, 1919, each property and disbursing officer will start a property loan record for each organization or unit in the State

indicating the articles in their possession as shown by the inventories on June 30, 1919, and will thereafter maintain the property loan records so as to indicate the property charged to and in possession of each organization or unit.

(*c*) The present system of memorandum receipts, and the issue of property upon invoices and receipts as between the property and disbursing officer and organizations, will be discontinued, and in their place each unit, whether it be a company or regimental headquarters, will have issued to it a property loan record (P. & S. Form No. 263) on which will be listed all property in the hands of the unit. This property loan record will accompany the unit if it is moved, and upon demand of the auditor the property officer of the unit must be prepared to show either the property entered on his property loan record, or a signed receiving report (P. & S. Form No. 257) showing that it has been turned in to some supply officer, or a survey report showing that he has been authorized to drop it.

REQUISITIONS, RECEIVING REPORTS, AND SHIPPING TICKETS.

920. (*a*) When a State requires replenishment of stock, requisition (P. & S. Form No. 160) in quadruplicate will be prepared, one copy of which will be retained by the property and disbursing officer as a follow-up and three copies forwarded to the Chief of the Militia Bureau. Separate requisitions will be submitted for the respective classes of property, viz, quartermaster, ordnance, medical, etc. Each requisition shall contain the following certificate:

I certify that the articles enumerated hereon are required by the National Guard of the ..... of ....., for the fiscal year ending June 30, 19—, under ..... (designated in the appropriation) and that the ..... of ..... has adequate and suitable storage facilities for the safe-keeping and preservation of the property.

One copy of the requisition will be retained by the Militia Bureau for its record, and, if approved, the remaining two copies forwarded by that bureau (after estimated cost shall have been obligated against the appropriation on the records of the bureau) to the proper supply bureau, department, or division. Upon receipt of the requisition by said supply bureau, department, or division, one copy will be returned to the requisitioning officer through the Militia Bureau, advising what action will be taken on the requisition. If the articles called for are to be supplied, one copy of the requisition will be sent by the supply bureau, department, or division, to the proper supply depot or arsenal with instructions to procure and ship such supplies. The original and three copies of the shipping ticket (P. & S. Form No. 260) will be mailed by the supply depot or arsenal to the property and disbursing officer if he be the consignee, or, if the consignee be an organization commander, the original and two copies will be sent to the consignee and one copy to the property

and disbursing officer. At the same time the supply depot or arsenal will forward one copy of the shipping ticket to the supply bureau, department, or division, ordering the shipment; one copy to the Chief of the Militia Bureau, and one copy to the zone property auditor of the zone to which shipment is made. The shipping tickets forwarded to the consignee and requisitioning officers, to the Chief of the Militia Bureau, and to the supply bureau, department, or division, are in lieu of invoices and will be notice to the officers concerned that the supplies have been shipped.

(*b*) Upon receipt of the supplies, the consignee, if he be the property and disbursing officer, will, after checking the articles, fill out in duplicate receiving report (P. & S. Form No. 257), showing the actual articles and quantities received. This receiving report will be made a part of the permanent records of his office and upon its completion he will match up the incoming shipping ticket with the receiving report amount, and will then post the property to the stock record card, entering on the receiving report the date the property is posted—the entry to show the initials of himself or those of the clerk or employee making it. The carbon copy of the receiving report, signed, will be forwarded by the property and disbursing officer to the Chief of the Militia Bureau. The original copy of the shipping ticket will be receipted on its face by the property and disbursing officer and forwarded to the supply depot or arsenal from which the articles were received, which depot or arsenal will enter thereon the money value of the shipment and forward same to the supply bureau, department, or division, ordering the shipment, and this shipping ticket will be used as the basis and exhibit for request for reimbursement from National Guard appropriations should reimbursement or payment in cash from such appropriation be required. One copy of the completed shipping ticket will be mailed by the property and disbursing officer to the zone property auditor hereinafter referred to.

(*c*) In the event that the supplies are not shipped from the supply depot or arsenal to the property and disbursing officer, but should be shipped to an organization commander direct, the organization commander will receipt for the articles on the face of the original copy of the shipping ticket and forward it to the supply depot or arsenal from which the articles were received, which depot or arsenal will dispose of it as laid down in the preceding paragraph. The question of reimbursement or payment in cash will be handled as laid down in the preceding paragraph. The organization commander will also fill out receiving report in triplicate, retaining one copy for his records and forwarding two copies to the property and disbursing officer, who will use one for posting the articles to the particular organization's loan record and forward the second copy to the Chief of the Militia Bureau. The organization commander to whom the shipment was consigned will enter the articles so received on his copy of the loan record (P. & S. Form No. 263) and will authenticate one copy of the shipping ticket (P. & S. Form No. 260) and will mail it to the zone property auditor of the zone in which the organization

is located. The remaining copy of the shipping ticket will be retained by the organization commander as a voucher to his property loan record.

OVER, SHORT, AND DAMAGED REPORT.

921. (*a*) In the event of the receipt of a shipment which checks over, short, or damaged, according to the shipping ticket (P. & S. Form No. 260) made out by the supplying depot or arsenal, the consignee, if he be the property and disbursing officer, will fill out an original and six carbon copies of an over, short, and damaged report (P. & S. Form No. 261), the original and four copies of which will be forwarded by him to the depot or arsenal from which the shipment was received. One copy will be mailed by the property and disbursing officer to the zone property auditor, and the sixth copy retained by the property and disbursing officer for his files as a follow-up for the return of the claim. The office on which the claim is made will after necessary investigation sign the original and three copies of the report, entering the money value thereon, and return the original and two copies to the supply bureau, department, or division which ordered the original shipment. The two copies will be forwarded by the supply bureau, department, or division, to the Chief of the Militia Bureau, who will retain one copy and forward the other to the property and disbursing officer. The third copy in the hands of the supply depot or arsenal will be forwarded to the zone property auditor of the zone in which the claim is instituted. The copy received by the property and disbursing officer will be his clearance.

(*b*) Where an organization commander is the consignee, similar procedure will be followed, excepting that seven carbon copies of the over, short, and damaged report will be made out by him, one copy being mailed by him to the zone property auditor and the original and five copies forwarded to the supply depot or arsenal through the property and disbursing officer (who will retain one copy for his records), and the seventh copy retained for the file of the organization commander. **The final action in the case as indicated on the carbon copy returned to the property and disbursing officer by the supply bureau (through the Militia Bureau) will be noted by him on his retained copy of the original papers and the copy from which such notation is made will then be forwarded by the property and disbursing officer to the commanding officer of the organization which submitted the original over, short, and damaged report.** (*Changes No. 1, December 18, 1919.*)

(NOTE.—When articles are received by the property and disbursing officer or organization commander they are taken up as such on a receiving report, not necessarily in the amount specified on the shipping ticket. The returned approved over, short, and damaged report is a clearance for the receiving officer for taking up the amount he actually received. The copy of the over, short, and damaged report retained by the shipping officer is his voucher for taking up or dropping the articles as the case may be.)

(*c*) The original over, short, and damaged report will be filed by the supply bureau, department, or division with the shipping ticket on which the claim is made.

(*d*) In the preparation of over, short, and damaged reports, cross reference should be made thereon to the original shipping ticket on which the shipment was received.

(*e*) In the event that, as the result of action on an over, short, and damaged report, neither the shipping depot nor the carrier acknowledges the claim, survey proceedings will be instituted at once by the State to fix the responsibillty.

Issues by Property and Disbursing Officers.

922. As between the property and disbursing officer and the commanding officers of organizations to whom property is issued by the former from his storehouse, two forms will be used, viz: Requisition (P. & S. Form No. 160) made out in duplicate by the commanding officer of the organization and one (original) copy submitted to the property and disbursing officer and the other copy filed by the commanding officer of the organization; and the shipping ticket (P. & S. Form No. 260), made out in quadruplicate by the property and disbursing officer, two copies being forwarded to the commanding officer of the organization, one copy mailed to the zone property auditor and the fourth copy retained in the files of the property and disbursing officer. The property and disbursing officer will post the articles to his stock record cards as an issue and to his copy of the property loan record as to the organization affected. The organization commander will, upon receipt of the articles and the shipping ticket, post the articles to his property loan record and forward one copy of shipping ticket with a certificate thereon of receipt of commodities to the zone property auditor. The property and disbursing officer will maintain a property loan record for each organization in the State, and these records, together with the balances shown on his stock record card as being in his storehouse, will indicate the total amount of Federal property in possession of the State.

Miscellaneous Transfers of Property.

923. When property is returned by an organization commander to the property and disbursing officer, shipping ticket (P. & S. Form No. 260) will be prepared by the organization commander in quadruplicate, two copies being forwarded to the property and disbursing officer, one to the zone property auditor, and the fourth retained by the organization commander. The property and disbursing officer will, upon receipt of the articles, and after matching his receiving

reports with the shipping tickets, send one copy of the shipping ticket to the zone property auditor.

When a successor is appointed to relieve an officer holding property on loan, the new officer will make out and sign duplicate receiving reports covering all the property transferred, and give one copy to the officer being relieved. The officer being relieved will drop all the articles listed on the receiving report from his property loan record by entering them in the column headed "Returned," and file the property loan record, and all vouchers and papers pertaining to it, with the organization, for the information of the zone property auditor on his next visit. The successor will make out a new property loan record, and will take up all the articles listed on the receiving report, filing the receiving report as the first voucher to the property loan record.

924. When property is forwarded by an organization commander to a supply or reclamation depot, or arsenal, the shipping ticket will be made in sextuplicate, two copies being forwarded to the consignee (who will send one to the zone property auditor after articles are received), two copies to the property and disbursing officer (who will retain one and forward one to the Militia Bureau), one copy to the zone property auditor, and one copy retained for records of the organization commander.

925. When property is shipped by the property and disbursing officer to a Federal depot or arsenal, the shipping ticket will be made in quintuplicate, two copies being forwarded to the consignee, one copy to the zone property auditor, one copy to the Militia Bureau, and one copy retained for the State files.

926. The receiving depot or arsenal will furnish the Militia Bureau a copy of the receiving report (Form No. 257) in all cases of receipt of material, whether from National Guard organization commander or from the property and disbursing officer.

Individual Equipment Cards.

927. Each enlisted man entitled to individual equipment will be provided with an individual equipment card (Form No. 637, A. G. O.) which will be kept in the office of the company or detachment commander. Upon receipt of his equipment he will sign for it in place provided therefor, and will at all times be prepared to produce such equipment when called upon to do so. When articles are to be turned in (not in exchange for new) his immediate commander will deliver same to supply officer and obtain signed copy of receiving report from the receiving clerk. This receipt will show the name of the enlisted man, and will be filed in the organization until the next visit of the auditor, when it will be destroyed. The receipting by the enlisted man for his individual equipment will not relieve the National Guard authorities from seeing that the equipment is not removed from the armory for other than military purposes.

Surveys.

928. (*a*) Survey proceedings for property lost, damaged, or destroyed will be as heretofore provided by law and regulations, excepting that four, instead of three, copies of report of survey will be submitted by the State to the chief of the Militia Bureau. If the dropping of the property is to be authorized, the original report will be forwarded to the Property Account Branch, Office of Director of Finance, Washington, D. C., one copy forwarded to the zone property auditor who is charged with auditing the property accounts from which the property is to be dropped, one copy filed with the records of the Militia Bureau, and one copy returned to the property and disbursing officer concerned.

(*b*) The various papers on which property was received or dropped should be filed numerically and all numbers of requisitions, shipping tickets, receiving reports, surveys, and over, short, or damaged reports, must be accounted for.

Returns.

929. Beginning July 1, 1919 no returns will be made to Washington for any property issued to the States, final returns for all classes of property being rendered as of June 30, 1919.

Zone Property Auditors.

930. The United States has been divided into zones, under the the supervision of the Director of Finance, and a corps of property auditors has been established for the purpose of visiting the various depots, camps, stations, and army posts for the purpose of auditing the property accounts concerned. The jurisdiction of these auditors has been extended to include the property issued to States for National Guard purposes. These auditors will visit the property and disbursing officers and the National Guard organizations at irregular intervals and should be afforded every facility at the armories, storerooms and offices to enable a thorough audit. A list showing the names and addresses of these auditors and the States embraced within their respective zones will be furnished the State adjutants general and the property and disbursing officers from time to time by the Militia Bureau.

Blank Forms.

931. A supply of necessary forms for use in connection with the property accounting system will be furnished upon receipt of requisitions therefor.

932. All orders and regulations in conflict with the foregoing system of property accounting are revoked.

933. The tables following show the use of the forms described above.

A. Property records of United States property and disbursing officer.

Forms.	Inventory.	Requisitions.		Receipt of property.			Disposal of property.				
								Shipment to supply depot.		Lost, damaged, sold, or destroyed.	
	On hand July 1, 1919, or property subsequently found.	Shipment to property and disbursing officer.	Shipment direct to organization.	By property and disbursing officer from supply depot.	By organization from supply depot.	By property and disbursing officer from organization.	Issue to organization from property and disbursing officer.	From property and disbursing officer.	From organization.	By property and disbursing officer.	By organization.
Stock record cards (P. & S. No. 258): 1 for each item of property.	Fill out columns 5, 6, and 9.	Fill out columns 1, 2, and 3.	.....	Fill out columns 5, 6, 7, 9, and 11, from receiving report.	.....	Fill out columns 5, 6, 7, 9, and 11 from shipping ticket.	Fill out columns 5, 6, 8, and 9 from shipping ticket.	Fill out columns, 5, 6, 8, 9, and 11 from shipping ticket.	.....	Fill out columns 5, 6, 8, 9, and 11 from approved report of survey.	
Property loan record (P. & S. No. 263): 1 for each organization in State.	Enter all property in possession of organization.	.....	.....	.....	Post from receiving report.	Post from shipping ticket.	Post from shipping ticket.	.....	Post from shipping ticket.	.....	Post from approved report of survey.
Requisition (P. & S. No. 160).	.....	Make 4 copies; 3 to M. B.; 1 retained.		.....	.....	.....	*Original* from organization commanding officer and retained.				
Receiving report (P. & S. No. 257).	.....	.....	.....	Make 2 copies; 1 to M. B.; *original* retained.	2 copies from organization commanding officer; 1 to Militia Bureau; 1 retained.						

Shipping ticket (P. & S. No. 260).	.....	.....	.....	4 copies from shipper. *Original* receipted and returned to shipper; 1 to zone property auditor; 2 retained.	1 copy from shipper.	2 copies from organization commanding officer; 1 to zone property auditor; 1 retained.	Make 4 copies; 2 to organization commanding officer; to 1 zone property auditor; 1 retained.	Make 5 copies; 2 to consignee; 1 to zone property auditor; 1 to Militia Bureau; 1 retained.	2 copies from organization commanding officer; 1 to Militia Bureau; 1 retained.		
Over, short, and damaged report (P. & S. No. 261).	.....	.....	.....	Make 7 copies; *original* and 4 copies to shipper, 1 of these ultimately returned to property and disbursing officer; 1 to zone property auditor; 1 retained.	6 copies from organization commanding officer; *original* and 4 copies to shipper; 1 retained.						
Reports of survey (A. G. O. No. 196).	.....	.....	.....	.....	.....	.....	.....	.....	.....	Make 5 copies; 4 through adjutant general of State to Chief Militia Bureau; 1 retained.	

Abbreviations: P. & D. O.—United States property and disbursing officer.
M. B. —Militia Bureau.
Z. P. A. —Zone property auditor.
C. M. B. —Chief, Militia Bureau.
C. O. —Commanding officer.

B. *Property records of organization commander.*

Forms.	On hand.	Requisitions.	Receipt of property.		Disposal of property.		
	Inventory July 1, 1919, or consequently found.		From P. & D. O.	From supply depots (Federal).	To P. & D. O.	To supply depot (Federal).	Lost, damaged, or destroyed, or sold by authority.
Property loan record (P. & S. No. 263).	Post from inventory.	.....	Post from shipping ticket.	Post from receiving report.	Post from shipping ticket.	Post from shipping ticket.	Post from approved report of survey.
Requisition (P. & S. No. 160).	.....	Make 2 copies; *original* to P. D. O., 1 retained.					
Receiving report (P. & S. No. 257).	.....	.....	.....	Make 3 copies; 2 to P. & D. O., 1 retained.			
Shipping ticket (P. & S. No. 260.)	.....	.....	2 copies from P. & D. O.; 1 copy receipted to Z. P. A., 1 retained.	3 copies from shipper. *Original* receipted and returned to shipper, 1 to Z. P. A., 1 retained.	Make 4 copies. 2 copies to P. & D. D. O., 1 to Z. P. A., 1 retained.	Make 6 copies. 2 to consignee, 2 to P. & D. O., 1 to Z. P. A., 1 retained.	
Over, short, and damaged report (P. & S. No. 261).	.....	.....	.....	Make 8 copies. *Original* and 5 copies to P. & D. O., 1 to Z. P. A., 1 retained.			
Reports of survey (A. G. O. No. 196).	.....	.....	.....	.....	.....	.....	Make 5 copies; to P. & D. O.

Abbreviations: P. & D. O.=United States property and disbursing officer.

Abbreviations: Z. P. A.=Zone property auditor.

ARTICLE XVII.

ARMORY DRILL PAY.

934. In order that officers and enlisted men may receive compensation for service in the National Guard not in the service of the United States under the provisions of sections 109 and 110, act of June 3, 1916, the reports required by paragraphs 502 and 503 will be rendered.

935. In addition to the above, pay rolls in duplicate on Forms 367 and 367a, War Department, will be forwarded to the adjutants general of the State, Territory, or District of Columbia National Guard on December 31 and June 30 of each year. A triplicate copy will be retained in the organization's records. The adjutants general of the States, Territory, and District of Columbia will carefully scrutinize the pay rolls in order to eliminate and correct obvious errors in preparation, and when the rolls of all organizations have been assembled, and not before then, they will forward them direct to the department commander for necessary action.

936. (*a*) These pay rolls are not only the guide for the prompt payment of the men interested but when filed in the Treasury Department they become the record to which reference will thereafter be had in the investigation and settlement of questions affecting the pay of the men whose names are borne thereon for the period involved. All officers are therefore enjoined to exercise every care to make the pay rolls with which they are concerned complete.

(*b*) *Composition.*—A pay roll will be made up of one Form 367 and as many Forms 367a as may be necessary, fastened together along the edge indicated by sewing or by means of a stapling machine or other permanent fastening, but not by use of glue or mucilage.

(*c*) *Typewritten and carbon copies.*—The preparation of pay rolls on a typewriting machine is authorized, provided a record ribbon is used. The making of carbon copies is also authorized, but they must be clear and legible throughout, and the original copy and the first carbon will be furnished the adjutants general of the State, Territory or the District of Columbia. Carbon copies that are not clear and legible throughout should not be accepted, and should be returned.

(*d*) *Names to be entered on roll.*—The names of all officers and enlisted men belonging to the organizations will be entered on the roll whether they are present or absent, and will be entered in the column "Names, present and absent, and rank" in the following

order: First, commissioned officers by grade. Second, noncommissioned officers in the order of the grades given in paragraph 9, Army Regulations, 1913, the names under each grade heading appearing in the order of the dates of warrants. Third, all others except musicians and privates in alphabetical order of grade. Fourth, musicians. Fifth, privates. The names of enlisted men under each grade heading, except noncommissioned officers, will appear alphabetically (lance corporals will be carried under the heading "Privates.") The names and the headings will follow one another without interval except when made necessary by the use of two or more lines in the column of remarks after a name. Men on detached service will be carried on the roll in their proper place, with remarks showing them on detached service and the place (example, with machine-gun company, etc.). In the case of privates, the last name will be written first—e. g., Smith, John A., and not John A. Smith. The first name will be written in full. Care will be taken to have the names correctly spelled, and the dates of rank of officers and the dates of settlement of enlisted men must be correct.

937. The following authorized abbreviations will be used in the preparation of pay rolls and under no circumstances will any others be used.

BRANCHES OF THE SERVICE.

Cavalry—Cav.
Coast Artillery—CA.
Dental Corps—DC.
Engineers—Engrs.
Field Artillery—FA.
Hospital Corps—HC.
Infantry—Inf.
Medical Corps—MC.
Medical Reserve Corps—MRC.
Ordnance Department—Ord. Dept.
Philippine Scouts—PS.
Porto Rico Regiment of Infantry—PRRI.
Quartermaster Corps—QMC.
Signal Corps—Sig. Cps.

DEPARTMENTS, ETC.

Eastern Department—E. Dept.
Central Department—C. Dept.
Hawaiian Department—H. Dept.
Northeastern Department—N. E. Dept.
Philippine Department—P. Dept.
Southern Department—S. Dept.
Southeastern Department—S. E. Dept.
Western Department—West Dept.
War Department—WD.
Coast Defenses—C. Def.
District—Dist.
Division—Div.

GRADES, ETC.

Company.

Artificer—Art.
Chief Mechanic—Ch. Mec.
Cook—Ck.
Corporal—Corp.
Farrier—Far.
First Sergeant—1st Sgt.
Horseshoer—Hs.
Mechanic—Mec.
Mess Sergeant—Mess Sgt.
Musician—Mus.
Private—Pvt.
Quartermaster Sergeant—Qm. Sgt.
Sergeant—Sgt.
Sergeant Major—Sgt. Maj.
Stable Sergeant—Stab. Sgt.
Trumpeter—Trum.
Wagoner—Wag.

BATTALION, SQUADRON, AND REGIMENTAL.

Battalion (Squadron) Quartermaster Sergeant—Bn. (Sq.) Qm. Sgt.
Battalion (Squadron) Sergeant Major—Bn. (Sq.) Qm. Sgt. Maj.
Chief Musician—Ch. Mus.
Chief Trumpeter—Ch. Trum.
Color Sergeant—Col. Sgt.

Drum Major—Dm. Maj.
Principal Musician—Prin. Mus.
Regimental Commissary Sergeant—Regt. Com. Sgt.
Regimental Quartermaster Sergeant—Regt. Qm. Sgt.
Regimental Sergeant Major—Regt. Sgt. Maj.

MISCELLANEOUS.

Casemate Electrician—Cm. Elec.
Chief Loader—Ch. Load.
Chief Planter—Ch. Plan.
Engineer—Engr.
First-class Electrician Sergeant—1cl.Elec. Sgt.
Fireman—Fm.
First-class Gunner—1cl. Gun.
First-class Sergeant—1cl. Sgt.
Gun Commander—Gn. Comdr.
Gun Pointer—Gn. Ptr.
Junior Sergeant Major—Jr. Sgt. Maj.
Master Electrician—Mr. Elec.
Master Gunner—Mr. Gun.
Master Signal Electrician—Mr. Sig. Elec.
Observer, first class—Obs. 1cl.
Observer, second class—Obs. 2cl.
Plotter—Plot.
Second-class Electrician Sergeant—2cl. Elec Sgt.
Second-class Gunner—2cl. Gun.
Senior Sergeant Major—Sr. Sgt. Maj.
Sergeant, first class—Sgt. 1cl.

MONTHS.

January—Jan.
February—Feb.
March—Mch.
April—Apr.
August—Aug.
September—Sep.
October—Oct.
November—Nov.
December—Dec.

ORDERS.

Battery Orders—O.
Company Orders—O.
Current Series—CS.
Field Orders—FO.
General Orders—GO
General Orders, Coast Defenses—GO. C. Def.
General Orders, Post—GOP.
Regimental Orders—RO.
Special Orders—SO.
Special Orders, Coast Defenses—SO. C. Def.
Special Orders, Post—SOP.
Troop Orders—O
Verbal Orders, Battery Commander—VOBC.
Verbal Orders, Company Commander—VOCC.
Verbal Orders, Post Commander—VOPC.
Verbal Orders, Regimental Commander—VORC.
Verbal Orders, Troop Commander—VOTC.

ORGANIZATION.

Battalion—Bn.
Battalion (Squadron) Noncommissioned Staff—Bn. (Sq.) NCS.
Battery—Btry.
Company—Co.
Machine-Gun Company—MGCo.
Noncommissioned Staff—NCS.
Noncommissioned Staff, Coast Artillery—NCSCA.
Regiment—Regt.
Regimental Noncommissioned Staff—RNCS.
Squadron—Sq.
Troop—Tr.

STATES.

Alabama—Ala.
Arizona—Ariz.
Arkansas—Ark.
California—Cal.
Colorado—Colo.
Connecticut—Conn.
Delaware—Del.
District of Columbia—D. C.
Florida—Fla.
Georgia—Ga.
Illinois—Ill.
Indiana—Ind.
Kansas—Kans.
Kentucky—Ky.
Louisiana—La.
Maine—Me.
Maryland—Md.
Massachusetts—Mass.
Michigan—Mich.
Minnesota—Minn.
Mississippi—Miss.

Missouri—Mo.
Montana—Mont.
Nebraska—Nebr.
Nevada—Nev.
New Hampshire—N. H.
New Jersey—N. J.
New Mexico—N. Mex.
New York—N. Y.
North Carolina—N. C.
North Dakota—N. Dak.
Oklahoma—Okla.
Oregon—Oreg.
Pennsylvania—Pa.
Rhode Island—R. I.
South Carolina—S. C.
South Dakota—S. Dak.
Tennessee—Tenn.
Texas—Tex.
Vermont—Vt.
Virginia—Va.
Washington—Wash.
West Virginia—W. Va.
Wisconsin—Wis.
Wyoming—Wyo.
(Hawaii, Idaho, Iowa, Ohio, and Utah should not be abbreviated.)

TITLES, DESIGNATIONS, AND OFFICERS.

Adjutant General—AG.
Adjutant General's Office—AGO.
Captain—Capt.
Colonel—Col.
Lieutenant—Lt.
Lieutenant Colonel—Lt Col.
Major—Maj.
Quartermaster—QM.
Quartermaster General—QMG.
Quartermaster General's Office—QMGO.
The Adjutant General U. S. Army—AGA.

MISCELLANEOUS.

Absent without leave—Awol.
Appointed—Aptd.
Appointment—Apmt.
Article of War—AW.
Artillery District—ADist.
Assistant—Asst.
Barracks—Bks.
Cent (s)—¢.
Civil authorities, in hands of—In hands CAuth.
Classification—Class.
Clothing—Clo.
Commanding—Comdg.
Continued—Contd.
Descriptive list—DL.
Department—Dept.
Detached service—DS.
Detachment—Det.
Discharge } Disch.
Discharged }
Discontinued—Discontd.
Enlistment—Enl.
Extra duty—ED.
Expiration of term of service—ETS.
Fort—Ft.
From—Fr.
Hawaiian Islands—HI.
Headquarters—Hq.
Hospital—Hosp.
Inclusive—Inc.
Indorsement—Ind.
Line of duty—LD.
Month (s) —mo (s).
National Guard—NG.
Ordnance—Ord.
Organized Militia—OM.
Paid—Pd.
Paragraph—Par.
Philippine Islands—PI.
Post Hospital—PH.
Qualification—Qual.
Quarters—Qrs.
Reappointed—Reaptd.
Reduced—Rd.
Received—Recd.
Reenlistment—Reenl.
Regimental—Regtl.
Relieved—Reld.
Requalified—Requal.
Same date—sd.
Sentence of summary court—Sent SC.
Sentenced—Sentd.
Soldier—Sol.
Special duty—SD.
Subsistence—Sub.
Surgeon's certificate of disability—SCD.
Switchboard operator—SbO.
Transportation—Trans.
United States—US.
United States Army—USA.
Voucher—Vou.
Warrant—Wrnt.

938. Above the certificates on first page of Form 367 will be written "National Guard, State of (write name of State)." The certificate on the upper left-hand corner on first page of Form 367 will be signed on all three copies by the officers submitting the pay rolls. The muster certificate, by an officer of the Regular Army, immediately below it, will not be signed. The certificate in the upper right-hand corner of Form 367 and the certificate immediately below it will not be signed. The certificate and oath across the lower portion of the front page of Form 367 will have the following added to it with pen and ink: "That all officers and enlisted men on this roll qualified as members of the National Guard by the prescribed oath on the date set opposite their names under 'Remark;' that this organization was recognized as National Guard (month, day), 19—; that this organization has had the prescribed average attendance for the semiannual period covered by this roll,[1] and was mustered out of Federal service (month and day), 19—." The oath will be sworn and subscribed to by the officers submitting pay rolls before a notary public or an officer competent to administer oaths. If sworn to before a notary public, it must bear the impress of the notarial seal.

939. Under "Remarks" on Form 367 all data affecting an officer's or enlisted man's pay will be entered opposite the name of the person concerned as follows:

(*a*) The date of qualification as National Guard by the oath required will be stated opposite each name as follows: "Qualified (month and day), 19—."

(*b*) The number of armory drills attended during the semiannual period which can be credited under the regulations thereon will be stated as follows: "Attended (number) drills."

(*c*) All changes of grade or rank; in case of appointment or reduction the number, date, and source of order will be stated.

(*d*) All authorized stoppages.

(*e*) Everything else affecting the pay of an officer or enlisted man, so as to insure justice to him and to the United States. As many lines as may be necessary to avoid crowding will be taken after each name, and only one line of written or typewritten matter will be placed on one ruled line.

940. The number of days' pay due shown in the first column of Form 367a will be the number of days, except for the period, if any, when lawfully entitled to the same pay of corresponding grade in the Regular Army, commencing with the day qualified to and including the end of the semiannual period, December 31, 19—, or June 30, 191—, date of discharge, or furlough to the Reserve. This column will be filled in by the officer making out the pay rolls. The remaining five columns on this sheet (Form 367a) will not be filled

[1] This part will be written only where applicable.

in, except by the officer of the Quartermaster Corps of the Regular Army making the payment. However, on receipt of the checks for delivery to the members of the organization, the commanding officer thereof will enter the amount of the check for each member opposite his name in the column "Balance paid" on his triplicate pay roll, which is retained in the organization's records.

941. Signatures on the pay rolls (Form 367a) are required for cash payments only. Therefore, the members of organizations will not sign the pay roll, original or duplicate. On the triplicate the heading "Signature for cash, etc." will be changed with pen and ink to read "Received check for amount opposite my name," and the commanding officer of the organization upon delivering the checks to the respective members thereof will have them sign opposite their names for the checks delivered to them. Where the signature of a member can not be secured, a memorandum on a separate piece of paper will be secured acknowledging receipt of check.

942. All payments will be made by check by the designated disbursing officer of the Quartermaster Corps in the department in which the State is geographically located. The checks will be sent to the adjutant general of the State concerned, who will forward them to the respective organization commanders for delivery by them to the members of their organizations. Checks which can not be delivered to a member of the National Guard within 20 days from the date of receipt by an organization commander will be returned by him to the disbursing officer of the Quartermaster Corps who issued said check, with a letter of transmittal stating the reasons for nondelivery.

943. The period of service—i. e., the number of days an officer or enlisted man has served in the National Guard—is the actual and primary basis for computing pay, contingent upon the number of drills he may have attended, for which there is a minimum to become entitled to any pay and upon the following conditions (see Par. 491):

(*a*) Pay can only accrue for any member of a company, troop, battery, or detachment from the date of recognition by the War Department as National Guard of the organization of which he is a member.

(*b*) Pay can only accrue for any member of the National Guard from the date he has individually qualified as a member of the National Guard by taking the oath prescribed.

(*c*) Pay can only accrue for any member of a company, troop, battery, or detachment where the organization of which he is a member has had the prescribed average attendance for the semiannual period.

(*d*) Pay can only accrue for any member of the National Guard for periods exclusive of the time while in the service of the United

States or at a camp of instruction or of any other time for which service he may become lawfully entitled to the same pay of corresponding grade in the Regular Army.

944. The initial date on which pay may become due for any man who is qualified for pay under paragraph 943 above may be determined as follows:

(*a*) For a member of the National Guard who was not called into the service of the United States from the date of recognition as National Guard of the organization of which he is a member, provided he has already individually qualified as a member of the National Guard by taking the oath prescribed, otherwise from the date of individual qualification as a member of the National Guard.

(*b*) For a member of the National Guard in, or who may have been in, the service of the United States up to the date immediately preceding his entry into Federal service and from and including the date immediately following that of his separation from such Federal service.

945. Pay of members of the National Guard for a semiannual period or fraction thereof will be calculated as indicated below:

GENERAL PRINCIPLES.

(A) The period for which a soldier is entitled to pay is calculated upon a basis of 30 days for a month. The day of enlistment and the day of discharge or other separation from service in the actual National Guard are included in the period of service.

(B) The number of days' service for which a member of the National Guard is qualified for pay may be paid at a minimum or maximum rate or at intermediate rates.

(C) To be entitled to pay, the ratio of the number of drills attended by a soldier to 24 must not be less than the ratio of the number of days of service to 360. This is the basis for the minimum rate.

(D) To be entitled to the maximum pay, the ratio of the drills attended by a soldier to 48 must not be less than the ratio of the number of days of service to 360. This is the basis for the maximum pay. Drills in excess of the number corresponding to the maximum pay will not be included in the calculation of pay.

(E) To be entitled to the intermediate rates of pay, the number of drills attended must exceed the minimum number of drills required and be less than the maximum number of drills corresponding to the maximum pay.

(F) The amount due a soldier entitled to pay for any number of days is determined by multiplying the maximum pay for the period of service by the ratio of the number of drills attended during the period to the number of drills corresponding to the maximum pay for the period.

Application of the Foregoing Principles by Example.

946. A private enlists or qualifies as a member of the National Guard by the required oath August 11, 1916. On December 31 he has served 140 days (General principle "A").

To ascertain whether he is entitled to pay—

Let x = the minimum number of drills required. Then $x : 24 :: 140 : 360$.

$$x = \frac{24 \times 140}{360} = 9\tfrac{1}{2} \text{ or } 10$$—i. e., the soldier must have attended at least 10 drills. (General principle "C.")

To ascertain whether he is entitled to the maximum pay—

$x : 48 :: 140 : 360$.

$$x = \frac{48 \times 140}{360} = 18\tfrac{2}{3}, \text{ or } 19$$—i. e., the soldier must have attended at least 19 drills to entitle him to the maximum pay. (General principle "D.")

947. A table may be calculated showing the maximum pay for the different grades for every number of days in a six-months' period. This may be used to facilitate the calculation of pay for an officer or soldier for any number of days of service during which he is entitled to pay at the minimum, maximum, and intermediate rates.

948. To simplify the figuring of pay in line with the procedure outlined in this paragraph, a table, based on periods of service, and giving for each period the number of drills required to entitle a member of the National Guard to minimum and maximum pay is given below:

Number of days of service.	Number of drills for minimum pay.	Number of drills for maximum pay.	Number of days of service.	Number of drills for minimum pay.	Number of drills for maximum pay.	Number of days of service.	Number of drills for minimum pay.	Number of drills for maximum pay.
1 to 8	.....	1	121 to 128	9	17	241 to 248	17	33
9 to 15	1	2	129 to 135	9	18	249 to 255	17	34
16 to 23	2	3	136 to 143	10	19	256 to 263	18	35
24 to 30	2	4	144 to 150	10	20	264 to 270	18	36
31 to 38	3	5	151 to 158	11	21	271 to 278	19	37
39 to 45	3	6	159 to 165	11	22	279 to 285	19	38
46 to 53	4	7	166 to 173	12	23	286 to 293	20	39
54 to 60	4	8	174 to 180	12	24	294 to 300	20	40
61 to 68	5	9	181 to 188	13	25	301 to 308	21	41
69 to 75	5	10	189 to 195	13	26	309 to 315	21	42
76 to 83	6	11	196 to 203	14	27	316 to 323	22	43
84 to 90	6	12	204 to 210	14	28	324 to 330	22	44
91 to 98	7	13	211 to 218	15	29	331 to 338	23	45
99 to 105	7	14	219 to 225	15	30	339 to 345	23	46
106 to 113	8	15	226 to 233	16	31	346 to 353	24	47
114 to 120	8	16	234 to 240	16	32	354 to 360	24	48

949. Particular attention is invited to the following:

The percentages required in paragraph 491 (*a*) are calculated on the average attendance at drills for each semiannual period and not for each drill. For example, assume an infantry company whose actual strength in officers has averaged two and one-half officers during the period of drills and whose prescribed minimum peace strength is 100 men. Assume that the company had the minimum number of drills for pay, or 24, for the semiannual period; then the attendance required to qualify for pay would be for officers, 2½ by 24 by 50%, or a total attendance of 30, and the attendance required of enlisted men would be 100 by 24 by 60%, or a total attendance of 1,440 for the 24 drills. (*Changes No. 1, Dec. 18, 1919.*)

950. The second proviso of section 110, act of June 3, 1916, applies to payment for the first semiannual period, January 1 to June 30 of each year. A number of drills attended during the first semiannual period less than 24 is credited on the second semiannual period for determining the yearly qualification for pay. Provided the total number of drills attended during these two periods is at least 24, the number of days' service in the first semiannual period together with the number of days' service in the second semiannual period are paid for at the end of the year, December 31.

951. The third proviso of section 110, act of June 3, 1916, applies only to men enlisted during the year. It does not apply to men entering into an immediate reenlistment. It does not apply to men enlisting in the first semiannual period, January 1 to June 30, for the reason that it is considered only in connection with the proportional compensation for a full year, and the year for computing pay commences January 1 and terminates December 31. Qualification under section 70, act of June 3, 1916, will be regarded as an original enlistment respecting pay as provided in section 110, act of June 3, 1916.

952. The third proviso of section 110, act of June 3, 1916, applies only to men whose active enlistment period expires in three years, and not to men discharged prior to the completion of three years' active service.

ARTICLE XVIII.

CARE OF ANIMALS AND MATÉRIEL.

(Sec. 90, act of June 3, 1916.)

953. Competent enlisted men may be detailed as helpers for each troop of cavalry, each battery and each headquarters company of field artillery, each engineer company or headquarters detachment, engineer regiment, each ambulance company, each field hospital company, each signal company, and each machine-gun troop and company of the National Guard by the troop, battery, or company commander, for the care of the matériel and equipment and of the animals for which supplies are furnished from Federal funds, in a troop, a battery, a company, a squadron headquarters, a battalion headquarters, or a regimental headquarters. The men detailed as helpers must be duly enlisted in the troop, battery, or company in which they are detailed, and may hold any grade or appointment pertaining to enlisted men in the organization to which they belong. At least one of the helpers in each battery must be skilled in the use of tools and must be familiar with the field artillery matériel and its repair and preservation, and one helper in each organization must be a qualified horseshoer. Where no helper so qualified can be obtained shoeing for the authorized horses of the organization will be paid from Federal funds, in which cases the vouchers must be accompanied by a certificate from the organization commander to the effect that it was impossible to obtain a qualified member of the organization to do the work. All helpers must understand stable duties and the care and training of horses.

954. Allotments will be made to the property and disbursing officer of the State, Territory, or District of Columbia from the appropriation under the act of Congress, to compensate the men detailed for care of animals for which supplies are furnished from Federal funds, for each troop, battery, or company stationed separately and not to exceed five men in each such organization, at a monthly rate not to exceed:

For a battery having no horses, $75.

For a battery having less than 6 horses, $150.

For a battery having from 6 to 11 horses, inclusive, $225.

For a battery having from 12 to 17 horses, inclusive, $300.

For a battery having from 18 to 24 horses, inclusive, $375.

For a battery having from 25 to 32 horses, inclusive, $450.

For a troop of cavalry, a headquarters company of field artillery, an infantry machine-gun company, an engineer company, an ambulance company, a field hospital company, or signal company having no horses, or less than 6 horses, $75.

For a troop of cavalry, a headquarters company of field artillery, an engineer company, an ambulance company, a field hospital company, or signal company having from 6 to 11 horses, inclusive, $150.

For a troop of cavalry, a headquarters company of field artillery, an engineer company, an ambulance company, a field hospital company, or a signal company having from 12 to 17 horses, inclusive, $225.

For a troop of cavalry, a headquarters company of field artillery, an engineer company, an ambulance company, a field hospital company, or a signal company having from 18 to 24 horses, inclusive, $300.

For a troop of cavalry, a headquarters company of field artillery, an engineer company, an ambulance company, a field hospital company, or a signal company having from 25 to 32 horses, inclusive, $375.

For a machine-gun troop or company having 4 horses, $75.

955. When the horses and matériel of several field artillery organizations are grouped in one stable, the allowance for helpers will be the same as for a single battery having the number of horses in the group. When the number of horses so grouped exceeds 32, the allowance will be further increased by $75 per month for each 5 horses in excess of 32, provided that the number of horses in any group does not exceed 32 for each battery and 4 for each battalion and regimental headquarters in the group.

956. When the horses of several cavalry organizations, engineer companies, ambulance companies, field hospital companies, signal companies, or machine-gun troops or companies are grouped in one stable, the allowance for helpers will be the same as for a single troop, engineer company, ambulance company, field hospital company, or signal company having the number of animals in the group. When the number of horses so grouped exceeds 32, the allowance will be increased by $75 per month for each 8 horses in excess of 32, provided that the number of horses in any group does not exceed 32 for each troop, engineer company, ambulance company, field hospital company, or signal company, and 4 for each squadron, battalion, and regimental headquarters, and machine-gun troop in the group. When horses are issued to a headquarters troop of cavalry or a headquarters company of field artillery, no allowance of horses will be made for regimental, squadron, or battalion headquarters of the regiment to which such headquarters troop or company belongs.

957. For the purpose of employing helpers, horses furnished to a squadron headquarters, a battalion headquarters, or a regimental headquarters, not to exceed 4 horses in each case, will be regarded as belonging to a troop, a battery, or a company, and will be in addition to the horses allowed for a troop, a battery, or a company.

958. Enlisted men so detailed and paid may receive additional compensation from State, battery, troop, company, or private funds for the performance of additional duties, provided that such additional duties in no way interfere with the proper care of the matériel, animals, and equipment of the organizations.

959. The rate of compensation from Federal funds for each enlisted man so detailed shall be fixed by the battery, troop, or company commander, with the approval of the squadron or battalion commander, when the troop, battery, or company forms a part of an organized squadron or battalion, and by the troop, battery, or company commander without the approval of higher authority when the troop, battery, or company does not form a part of an organized squadron or battalion. In no case shall the compensation from Federal funds to the enlisted men detailed in one organization exceed the allotments therefor as fixed by the Secretary of War, and the number of men so detailed shall not exceed five for each troop, battery, or company.

960. The appropriations made by Congress for the National Guard will be available for the purchase of horses conforming to the Regular Army standard, and horses so purchased will be for the sole continuous use of the cavalry, field artillery, engineer companies, ambulance companies, field hospital companies, signal companies, machine-gun troops or companies, or squadron, battalion, or regimental headquarters of cavalry, field artillery, engineers, or signal corps of the National Guard. It must be shown that suitable stable accommodations have been provided before purchases from Federal funds will be authorized.

961. Upon requisition of the governor of a State or Territory or the commanding general of the District of Columbia Militia, condemned Army animals which may still be suitable for the purpose of instruction may be issued to the field artillery and cavalry of the National Guard without cost to the State, Territory, or the District of Columbia, and animals so issued will be sold or otherwise disposed of according to law when their usefulness ceases. Such animals will be in lieu of animals for which purchase is authorized for such organizations.

962. Descriptive cards (Form No. 277, A. G. O.) of all animals purchased from Federal funds or issued by the Federal Government will be kept and transferred with the animals. These cards will

be furnished upon requisition, as in the case of other blank forms. Upon the death of a public animal the original descriptive card will accompany the survey report. Upon the sale of a public animal, pursuant to the approved recommendation of a surveying officer, the original descriptive card will accompany the report of sale.

963. Forage, bedding, salt, vinegar, horseshoes, horseshoe nails, blacksmith's coal, and veterinary supplies may be furnished upon requisition for animals for cavalry, field artillery, engineers, ambulance companies, field hospital companies, signal organizations, and machine-gun troops of the National Guard in quantities not to exceed those authorized for the Regular Army. The number of animals to be so supplied will not exceed 32 for each battery, headquarters company of field artillery, troop, engineer company, ambulance company, field hospital company, or signal company, and four for each squadron headquarters, battalion headquarters, regimental headquarters, or machine-gun troop or company.

964. Supplies and helpers for animals for the National Guard may be procured from Federal funds when such animals are furnished, through issue to or purchase by a State, Territory, or the District of Columbia, or through purchase by a troop, a battery, a company, a squadron, a battalion, or a regimental headquarters. Before any allotments will be made from Federal funds for supplies for animals and for helpers to care for them it must be shown that organizations have been provided with suitable stable accommodations, and that animals for which expenditures are desired have been actually furnished to the organizations or are owned by them; that they will be used exclusively for Cavalry, Field Artillery, Engineers, ambulance companies, field hospital companies, signal organizations, or machine-gun troops or companies of the National Guard; and that they are suitable for field service of the arm to which they are supplied. Stable accommodations and animals not issued by the War Department must be inspected and approved by an inspector-instructor of the arm concerned. Animals not issued by the Federal Government or purchased from Federal funds must be actually owned by the organization without reservation as to private use. They must be under the complete control of the troop, battery, or company commander, and without authority from the Secretary of War must not be withdrawn from such use till after 90 days from the date of notice of withdrawal.

965. Whenever such animals are actually acquired by an organization and comply with the foregoing conditions, the inspector-instructor concerned on duty with the State is authorized, upon the request of the adjutant general of the State, to inspect the animals and stable facilities without extra expense to the United States. If approved

by him, he will furnish the adjutant general of the State with the following certificate:

I certify that ..... (Number.) horses (or mules) owned by ..... (Owner.) and in the possession of ....., conform to the specifications for horses (or mules) (Organization.) for ..... (Arm.) of the Regular Army; that they are suitable for the field service of ..... (Arm.); and that adequate stable facilities are provided for these animals.

This certificate or copy thereof will accompany all requisitions for supplies and all requests for funds, whether for original or subsequent issues.

966. An inspecting officer will not recommend animals owned by organizations as suitable for maintenance from Federal funds, unless he is satisfied that they can endure the work that would be required of them in campaign, and that they conform to the standards prescribed for the Regular Army. An animal that is otherwise suitable should not be excluded because of lightness for draft, when he could render adequate service for saddle purposes. Ponies should be rejected. Defects which would cause animals to be placed on an inventory and inspection report in the Regular Army should exclude them from being subsisted or cared for from Federal funds. Inspector-instructors will inspect all animals maintained from Federal funds at all visits for instruction or inspection, and they will report promptly to the Chief of the Militia Bureau any such animal that is permanently unsuitable for field service.

967. The inspecting officers will prepare duplicate descriptive cards (Form 277, A. G. O.) of each animal not issued by the Federal Government or purchased from Federal funds, and will forward one copy to the Chief of the Militia Bureau and file the other copy in the office of the district inspector-instructor of the arm to which the animal pertains.

968. Supplies will not be used for any purpose other than the maintenance of animals that have been approved by the War Department and that are used exclusively as stated in this paragraph, and helpers will not perform any duties other than those pertaining to the care of Federal property and animals for which supplies are authorized unless they receive adequate extra pay from other than Federal funds.

969. Before issuing supplies, or funds for helpers, for animals not issued by the Federal Government or purchased from Federal funds the following agreement will be signed by the adjutant general of a State, Territory, or the District of Columbia, where ownership is vested in a State, Territory, or the District of Columbia, or by the troop, battery, company, squadron, or regimental commander where

ownership is vested in a troop, battery, or company, or a squadron, or regimental headquarters:

I hereby agree to accept as full payment for the exclusive use of.....horses
(Number.)
(or mules) described on the following list, for.....purposes by.....
(Arm.) (Organization.)
or by such other organizations of .....as the Secretary of War may direct,
(Arm.)
the allowance of forage, bedding, shoeing, and veterinary supplies and the services of helpers furnished from Federal funds; and I further agree to send all of the following-described animals to such camps as the Secretary of War may designate, for the periods prescribed by him, for the use of the National Guard, without other compensation than the supplies and services above named; and I further agree that I will not exchange or withdraw any of the following-described animals from exclusive use for the purposes named within 90 days after giving due notice to the Chief of the Militia Bureau of an intention for such exchange or withdrawal; and I further agree that I will not hold the United States liable for any compensation for injuries or death which may occur to said animals while in use or in shipment for the foregoing purposes; and I further agree to sell the following-described animals to the United States, at prices to be fixed by the Secretary of War, at any time during the above-described use that the war Department may desire to make such purchases:

LIST.

Animal..... Age..... Sex..... Description .....

.....
(Owner.)

970. All animals for which supplies or helpers are furnished from Federal funds shall be sent, upon the order of the Secretary of War, at such times and for such periods as he may designate, to camps of instruction or to joint camps for the use of the National Guard arms for which they were issued, assembled thereat, without further compensation to the owners than the supplies and helpers furnished for them.

971. Helpers paid from Federal funds to care for animals or matériel, will be sent to camps with the animals or matériel of their organizations. While attending such camps helpers will be paid from the allotments to the States in the same manner as when they are at their home stations.

972. Public animals will not be sent outside of the State, Territory, or the District of Columbia for which they were furnished without the authority of the Secretary of War.

973. It will not be the policy of the War Department to make original allotments for supplies for animals or for helpers, or to continue such allotments for supplies for animals or for helpers, or to continue such allotments as have already been made in cases where the organizations concerned do not receive reasonable State support, where adequate indoor or outdoor facilities for mounted instruction do not exist, when the condition of animals is shown to be unsatisfactory or where organizations fail to utilize adequately their

opportunities for training. At least 90 per cent of the mounted drills and exercises must be devoted to the following instruction:

Cavalry.—The school of the trooper, squad, platoon, troop, or higher units, equitation and field training mounted.

Field Artillery.—Harness and draft, driving, and the evolutions and tactical use of field artillery with the carriages hitched.

Engineers.—Equitation and reconnoissance.

Field hospital and ambulance companies.—The technical employment of transportation and equipment.

Signal companies.—The technical employment of transportation and matériel.

All drills of machine-gun troops or companies will be devoted to packing and the technical and tactical use of matériel.

974. When two or more mounted organizations are stationed in the same place, animals of the several organizations may be pooled for purposes of instruction and placed under the temporary control of the organization commander whose organization is to use them for drill. All animals pertaining to organizations where two or more troops of cavalry or batteries of artillery are stationed will be under the control of the senior officer for instruction purposes, who will prescribe the schedules for drill and allotment of animals.

975. Riding on the road by individuals for pleasure purposes not in connection with or as a part of an exercise ordered for training purposes will not be reported as instruction given and will not be credited as such.

976. When supplies from Federal funds have been issued, forage, etc., will not be furnished for additional animals that have been subsisted prior to the forwarding of the requisition.

977. In no case will original allotments be made for periods preceding the date when animals and matériel are received or, in the case of field artillery, the date when the request for funds is forwarded when matériel is on hand.

978. All requisitions for supplies and requests for funds will show the number of animals stabled in one place. Where original issues of supplies or funds are desired the requisition or the request will show the dates when the matériel or the animals were received by the organizations.

979. All changes in the number of animals in any organization and the date of each change will be promptly reported to the Chief of the Militia Bureau by the adjutant general of the State, Territory, or the District of Columbia concerned.

980. Requests for funds for the payment of helpers will be submitted as in the case of funds for other purposes, and such payments will be made by the United States property and disbursing officer of the State, Territory, or the District of Columbia concerned. Re-

quests for funds should cover the monthly periods, and the estimate should show the stations of the units, together with information whether they are stabled separately or grouped. The organizations for which helpers are employed, the period covered by the request, the period for which funds were last supplied, the amount allotted during the preceding period, the number of horses in each place in the organizations for which supplies are furnished from Federal funds, and the balance on hand will be stated.

981. Requisitions for animals, forage, bedding, salt, vinegar, and shoeing and veterinary supplies will be submitted as in the case of other quartermaster property upon Form P. and S., No. 160, furnished by the War Department.

982. Requisitions for supplies should include the quantities needed for the six months' periods ending December 31 and June 30, or the portions of those periods for which supplies have been furnished as authorized.

983. All forage, bedding, salt, vinegar, and shoeing and veterinary supplies on hand or due at the date of a requisition in excess of the needs of the period for which they were issued or authorized will be entered on the requisition and deducted from the amounts required for the period covered by the requisition. The number of animals for which supplies are required, the date to which they were last supplied, the period covered by the requisition, and the shipping directions will be stated on the face of the requisition. All changes in the number of animals in each organization since the date of the last requisition, with the date of each loss or gain, will be entered on the requisition.

984. If partial shipments are desired, the quantities in the different shipments and the dates when shipments are desired should be stated, together with the shipping directions.

985. Requisitions will be based upon the following allowances when organizations are not on field service:

Oats, 10 pounds per day per horse.
8 pounds per day per mule.
Bran may be substituted for oats in such quantities as are required.
Hay, 14 pounds per day per horse.
14 pounds per day per mule.
Straw, 100 pounds per month per animal.
Salt, rock, 0.8 ounce per day per animal.
Vinegar, 0.1 gill per day per animal.
Front shoes, 2½ pounds per month per animal.
Hind shoes, 2½ pounds per month per animal.
Horseshoe nails, one-half pound per month per animal.
Blacksmith's coal, 1¼ pounds per month per animal.
Veterinary supplies, 40 cents per animal for three months.

The sizes of the horseshoes and nails desired should be stated in the requisition.

986. Upon the approval of requisitions veterinary supplies will be purchased locally and the vouchers forwarded by the adjutant general of the State, Territory, or the District of Columbia to the United States property and disbursing officer for payment.

987. Requisitions for supplies should reach the War Department at least sixty days in advance of the period for which the supplies are required. Should supplies not reach organizations before the expiration of the period for which issues have been made, a request by telegraph should be sent to the Chief of the Militia Bureau for authority to make purchases in the open market until the supplies on the requisitions are received. Vouchers for such authorized purchases should be paid by the United States property and disbursing officer.

988. The following certificates will be entered upon the face of requisitions or attached thereto:

For horses or mules:

I certify that the horses (or mules) required will be for the sole continuous use of the Cavalry, Field Artillery, Engineers, ambulance companies, field hospital companies, signal organizations, or machine-gun troops of the National Guard, and that the State of ..... agrees to furnish the necessary veterinary services for the horses (or mules) required without expense to the United States.

For forage, bedding, salt, vinegar, and shoeing and veterinary supplies:

I certify that the horses (or mules) for which forage, bedding, salt, vinegar, and shoeing and veterinary supplies are required are actually furnished to the .....
(Arm.)
..... of the National Guard of .....; that they are suitable for the .....
(State.) (Arm.)
..... service; that they will be for the sole continuous use of Cavalry, Field Artillery, Engineers, ambulance companies, field hospital companies, signal organizations, or machine-gun troops of the National Guard; that the forage, bedding, salt, vinegar, and shoeing and veterinary supplies furnished on this requisition will not be used for any purpose other than the maintenance of animals that have been approved and authorized by the War Department for the exclusive use of the National Guard; and that the quantities of all forage, bedding, salt, vinegar, shoeing, and veterinary supplies on hand in excess of the needs of the organizations to ..... have
(Date.)
been entered on the requisition.

989. All Federal funds, animals and supplies will remain the property of the United States until duly disposed of.

990. Helpers will be paid monthly on War Department, Militia Bureau Form No. 19, amending same by eliminating the words "On target range," "Location of range," and "Number of targets;" also changing the title of the appropriation to read "Arming, equipping, and training the National Guard, 19—," sub-appropriation "Compensation of help for care of matériel, animals, and equip-

ment." All the helpers employed in each troop, battery, or company stationed separately will be paid on one voucher, certified to by the troop, battery, or company commander.

991. Where the animals of more than one organization are grouped in one stable all helpers employed for the organizations whose animals are so grouped will be paid on *one* voucher, certified to by the senior troop, battery, or company commander in the group when the commander of the squadron or battalion of which the organizations form a part is not present and by the squadron or battalion commander when he is present with the group.

992. The following words will be added to the certificate at the bottom of the voucher: "that the total number of horses (or mules) cared for during the entire month in one place was ------; that they were used exclusively for Cavalry or Field Artillery, Engineers, sanitary organizations, signal organizations, or machine-gun troops; and that the men paid as helpers were actually enlisted in the organizations from which they were detailed."

993. Inspector-instructors of the arms concerned are charged with the supervision of the care of the matériel and of the stabling, feeding, care, shoeing, and use of the animals maintained at Federal expense so far as may be consistent with the number of visits authorized to the organizations to which they are assigned. They will report all irregularities and neglects which they can not control to the War Department and to the adjutant general of the State, Territory, or the District of Columbia, with a view to having the deficiencies corrected or the allowances discontinued. They will report to the Chief of the Militia Bureau changes in the number of animals in any organization, with the date of each change.

994. Should the supplies issued for animals become exhausted before the expiration of the period for which they were furnished, they must be replaced from State funds. Where it appears that supplies are not properly used or where animals are not properly cared for, the allowances will be discontinued and the public animals will be withdrawn from the organization concerned.

When it becomes necessary to discontinue the allowances, the public animals and supplies on hand after the date of discontinuance will be disposed of as directed by the Secretary of War.

995. Payment for veterinary services will not be made from Federal funds except when specifically authorized by the Secretary of War. Veterinarians who receive pay from Federal funds under

the act of Congress approved June 3, 1916, will be required to furnish all necessary medical treatment of the horses of their commands.

996. When horses purchased from Federal funds become unserviceable a survey report will be prepared and forwarded to the Chief of the Militia Bureau for the action of the Secretary of War.

997. When condemned Regular Army animals issued to the National Guard, and animals purchased from Federal funds, die or are killed to terminate suffering or to prevent contagion a survey report and the certificates or affidavits required by paragraph 1073, Army Regulations, will be forwarded to the Chief of the Militia Bureau. When such animals become unfit for further use a survey report will be prepared and forwarded to the Chief of the Militia Bureau for the action of the Secretary of War.

998. Public animals will not be sold on the recommendation of a surveying officer until the survey report has been approved by the Secretary of War.

999. **Public animals issued to the National Guard or purchased from Federal funds shall be branded on the left shoulder with one branding iron consisting of three letters, as follows:**

Cavalry and riding horses	**U S C**
Artillery and draft horses	**U S A**
Draft mules, wheel	**U S W**
Draft mules, lead	**U S L**
Pack and riding mules	**U S P**

Each letter of this brand shall be two inches in height. The letters shall be fixed in place on the iron so that there shall be an open space of three quarters (¾) of an inch between their nearest points.

Animals with organizations of the National Guard not in the Federal service shall be branded on the left fore hoof with the shortest abbreviation of the name of the State, followed by the organization number assigned to the animal by the responsible officer, and they shall also be branded on the right fore hoof with the designation of the organization to which they belong in the same manner as animals of the Regular Army. For example, the hoof brands on animals issued and assigned to Headquarters Troop, Fifth Texas Cavalry, would be TEX 29 on the left hoof, and HQ 5 on the right hoof; to Battery B, 1st New York Field Artillery, NY 12 on the left hoof and B1 on the right hoof.

These letters and numbers shall be on the same line, three-fourths of an inch high, and blocked so as to penetrate the hoof one-sixteenth of an inch. *(Changes No. 1, December 18, 1919.)*

1000. When animals are inspected and condemned they will be branded with the letters "I.C." on the neck, under the mane. Branding irons of uniform size and design will be supplied upon requisition.

1001. Manes, tails, and forelocks of public horses will not be altered except by such reasonable plucking as may be necessary to prevent shagginess.

Model Forms.

1002. Monthly estimate to accompany request for funds from the subappropriation "Compensation of help for care of matériel, animals, and equipment," under the appropriation "Arming, equipping, and training the National Guard, 19—," to be placed to the credit of ----------, property and disbursing officer of the State of ----------.

Organization.	Period for which required.	Period for which last allotted.	Amount allotted during last period.	Number of animals now in one place subsisted from Federal funds.	Allowance per month.	Amount required.
Battery A	Jan. 1 to 31, 19—.	Dec. 15 to 31, 19—.	$187.50	20	$375.00	$375.00
Battery B	....do	Dec. 1 to 31, 19—.	450.00	30	450.00	450.00
Battery C	Jan. 16 to 31, 19—.	None	None.	24	375.00	187.50
Total						1,012.50
Balance on hand						34.25
To be supplied						978.25

(Changes No. 1, December 18, 1919.)

[*Model form continued on page 267.*]

Stations of organizations .....

Horses of ..... grouped in one stable.
(organization)

Horses of ..... stabled separately.
(organization)

Changes in animals since date of last allotment: Battery A, 1 public horse received December 20; 2 battery horses withdrawn December 24; 1 public horse sold December 22. Battery B, 1 public horse died December 12. Battery C, 24 public horses received January 16, 19—.

A. B.,
Property and disbursing Officer
of the State of .....

1003. The issue of the following supplies is requested for the use of the National Guard of the State of Alabama to be shipped to commanding officer, Battery A, Field Artillery of Alabama, Birmingham, Ala.

Required.	On hand or due in excess of needs to Dec. 31, 19—.	To be supplied.	Articles.
40,444	6,720	33,724	Oats, pounds.
3,000	400	2,600	Bran, pounds.
50,680	9,250	41,430	Hay, pounds.
12,000	350	11,650	Straw, pounds.
181	25	156	Salt, rock, pounds.
11½	.....	11½	Vinegar, gallons.
100	25	75	Front shoes, No. 2, pounds.
100	.....	100	Front shoes, No. 3, pounds.
100	15	85	Front shoes, No. 4, pounds.
150	50	100	Hind shoes, No. 2, pounds.
150	25	125	Hind shoes, No. 3, pounds.
10	2	8	Horseshoe nails, No. 6, pounds.
50	25	25	Horseshoe nails, No. 7, pounds.
150	.....	150	Blacksmith's coal, pounds.
.....	.....	.....	Veterinary supplies, $.....

Period: January 1 to June 30, 19—, 181 days.

Last supplied to include December 31, 19—.

Number of animals and changes since last requisition: Battery A, 5 public horses received November 6; 5 battery horses received September 7; 1 public horse died October 12. Battery B, 8 public horses received November 6; 2 battery horses received September 7; 1 battery horse withdrawn October 9.

Total, 20 horses; stabled in one place.

Shipments to arrive: Forage and straw, one-third January 1, one-third March 1, one-third May 1. All other supplies, January 1.

I certify that the horses for which forage, bedding, salt, vinegar, and shoeing and veterinary supplies are required are actually furnished to the field artillery of the National Guard of Alabama; that they are suitable for the field artillery service; that they will be for the sole continuous use of the cavalry, field artillery, engineers, ambulance companies, field hospital companies, signal organizations, or machine-gun troops of the National Guard; that the forage, bedding, salt, vinegar, and shoeing and veterinary supplies furnished on this requisition will not be used for any other purpose than the maintenance of animals that have been approved and authorized by the War Department for the exclusive use of the National Guard; and that the quan-

tities of all forage, bedding, salt, vinegar, and shoeing and veterinary supplies on hand in excess of the needs of the organizations to December 31, 19—, have been entered on the requisition.

C. D.,
Brig. Gen., A. N. G.,
Adjutant General.

I certify that the articles enumerated hereinbefore are required by the National Guard of the State of Alabama for the fiscal year ending June 30, 19—, under section 67, act of June 3, 1916, and that the State has adequate and suitable storage facilities for the safe-keeping and preservation of the property.

E. F.,
Governor of the State of Alabama.

MONTGOMERY, ALA., *October 25, 19—.*

Ten horses conforming to the Regular Army standard for field artillery.

I certify that the horses required will be for the sole continuous use of the cavalry, field artillery, engineers, ambulance companies, field hospital companies, signal corps organizations, or machine-gun troops of the National Guard, and that the State of Alabama agrees to furnish the necessary veterinary services for the horses required without expense to the United States.

C. D.,
Brig. Gen., A. N. G.,
Adjutant General.

I certify that the articles enumerated hereinbefore are required by the National Guard of the State of Alabama for the fiscal year ending June 30, 19—, under section 67, act of June 3, 1916, or section 83, act of June 3, 1916, and that the State has adequate and suitable storage facilities for the safe-keeping and preservation of the property.

E. F.,
Governor of the State of Alabama.

MONTGOMERY, ALA., *July 1, 19—.*

ARTICLE XIX.

RETURNS AND REPORTS.

1004. An abstract of the returns and reports of the adjutants general of the States, Territories, and the District of Columbia National Guard, with such observations thereon as he may deem necessary for the information of Congress, is required to be made annually by the Secretary of War to Congress. (Sec. 12, act of January 21, 1903, as amended by act of May 27, 1908.)

1005. Such additional reports as the Secretary of War may from time to time require under section 66, act of June 3, 1916, may be called for.

1006. The character of blank forms to be used in the preparation and rendition of returns and reports, together with all other blank forms authorized by the War Department for use of the National Guard, will be announced from time to time by circulars issued from the office of the Chief of the Militia Bureau.

1007. For returns and reports of property and disbursing officers for the United States, see paragraphs 771 *et seq.*, Article XV.

Tabulated list of returns and reports required.

Form No.	Synopsis of form.	Rendered by.	Forwarded to.	Date.	Remarks.
101, War Department, Militia Bureau.	Return of State staff....	State, Territory, or District of Columbia adjutant general.	Chief, Militia Bureau, War Department.	Not later than the 10th day of each month.	Write name of staff corps or department in column 1 of the form, erasing a lettered company.
102, War Department, Militia Bureau.	Return of National Guard, unassigned Reserve.	.....do.....	.....do.....	Not later than 20 days after the close of each quarter.	Quarter ending March, June, September, December.
15, War Department, Militia Bureau.	Report of small-arms firing.	.....do.....	.....do.....	As soon as practicable after the close of each season.	Practice season for small-arms firing is prescribed by State authorities under paragraph 355 F, Small-Arms Firing Manual.
	Annual report of number of enlisted men in active service.	.....do.....	.....do.....	June 30.....	By telegraph from each State and Territory and by letter from the District of Columbia.
107, War Department, Militia Bureau.	Drill report.....	Inspector and sergeant-instructors.	Department commander through senior inspector-instructor.	Last day of each month	Used as a check for armory drill pay.
	Quarterly report of inspector-instructor.	Inspector-instructor.....	Chief of Militia Bureau through senior inspector-instructor and department commander.	Within 7 days after end of each quarter.	Report on duty performed and condition in instruction district quarter ending March, June, September. December. Letter form.
42, War Department, Militia Bureau.	Quarterly report of sergeant-instructor.	Sergeant-instructor.....	.....do.....	.....do.....	Report of duty performed by them. Quarter ending March, June, September, December.
	Quarterly report of retired officer.	Retired officer on duty with National Guard.	Chief of Militia Bureau through department commander.	.....do.....	Report of duties performed and conditions existing in National Guard. Quarter ending March, June, September, December. Letter form.

101, War Department, Militia Bureau.	Monthly return.....	Commanding officer of each regiment, sanitary train, separate battalion, and squadron.	Direct to Chief of Militia Bureau.	Not later than 10th of each month.	Data to be obtained from Form 103 submitted by troops, batteries, or sanitary detachment forming the unit. One copy to be retained
336, Adjutant General's Office.	Consolidated morning report.	Headquarters of regiment, separate battalion, or squadron, division and brigade headquarters, office of State adjutant general.	Kept in office.....	Daily.....	To be kept up to date to show daily consolidated strength of organization.
105, War Department, Militia Bureau.	Change in status of officer.	Officer concerned or immediate commanding officer.	Direct to Chief of Militia Bureau.	Whenever change of status occurs	By change of status is meant appointment, promotion, transfer, resignation, discharge, dismissal, retirement, arrest, death, leave, change of duty.
103, War Department, Militia Bureau	Monthly return.....	Commanding officer, each *separate* company, troop, battery, field hospital, or ambulance company, division and brigade headquarters, Staff Corps, and departments.	.....do.....	Not later than 10th of each month.	Original forwarded, duplicate retained with unit. Assigned Reserve to be shown on Form 103 in red ink.
Do.....	.....do.....	Commanding officer of each company, troop, battery, and sanitary detail belonging to units	Direct to headquarters of regiment, battalion, or squadron to which unit belongs.	Soon after end of each month as possible.	Data obtained from morning reports, Forms 332, 333, and 334, A. G. O., which must be kept to date for each unit. Assigned Reserve to be shown on Form 103 in red ink.

Tabulated list of returns and reports required—Continued.

Form No.	Synopsis of form.	Rendered by.	Forwarded to.	Date.	Remarks.
100, 100a, War Department, Militia Bureau.	Monthly report of armory attendance.	Commanding officer of each company, troop, battery, and detachment.	To regimental, or separate battalion or similar commander through channels.	Immediately after last drill or instruction, each month.	To be made in triplicate; regimental or separate battalion commander will forward original not later than 5th of month to department commander direct; duplicate to adjutant general of State; triplicate copy retained by organization.
Do	do	Division and brigade commanders, regiment and separate battalion commanders. Senior line or staff officer in towns not covered above.	Direct to department commander and State adjutant general, as above.	do	Division and brigade commanders will report general and staff officers and aids-de-camps. Regiment and separate battalion commander will report field and staff officers, chaplains, and noncommissioned staff officers. Senior line or staff officer in a station or town not covered above will report all such officers of staff corps or departments.

ARTICLE XX.

CALL AND DRAFT INTO FEDERAL SERVICE.

1008. "The National Guard when *called as such* into the service of the United States shall, from the time they are required by the terms of the call to respond thereto, be subject to the laws and regulations governing the Regular Army." (Sec. 101, act of June 3, 1916.) "Call into Federal service" means that the National Guard of the State is brought into Federal service without losing its State identity and for a temporary period. The State organization is merely loaned in its entirety to the Federal Government for a specific purpose for a limited time. When the emergency passes the State force reverts back to its former status with the State. While in Federal service under this condition, the officers are commissioned by the governor.

1009. All members of the National Guard and of the National Guard Reserve *drafted* into the service of the United States shall, from the date of their draft, stand discharged from the militia, and shall, from said date, be subject to such laws and regulations for government of the Army of the United States as may be applicable to members of the Volunteer Army. (See sec. 111, act of June 3, 1916.) "Draft into Federal service" means the discharge from all State obligations and the absorption by the Federal Army of the individual officers and enlisted men of an organization. The State authority ceases and the members pass entirely under Federal control without an intention of restoring the organization to State control. Upon the discharge from Federal service the individuals revert to a civilian status.

1010. No official act, other than the President's *call or draft*, is required by law to mark the change of status of the National Guard to Federal control. The *call or draft itself* inducts all organizations and individuals concerned into the service of the United States on the date they are required to respond to the call, or, in case of a draft, on the date thereof.

1011. Under an opinion of the Judge Advocate General of the Army, dated August 21, 1917, a call or draft into the Federal service may be effected either by a proclamation or order of the President.

1012. The proclamation or order of the President, calling or drafting the National Guard, or any part thereof, into the service of the United States will be transmitted by the Secretary of War to the governor of each State and Territory and to the commanding general of the District of Columbia Militia.

1013. The adjutant general of each State and Territory and the District of Columbia will transmit to all commanders of organizations and individuals concerned the terms of the call or draft and the date on which they are required to respond thereto.

1014. Regulations governing the mobilization of the National Guard under call and draft into Federal service will be published in special regulations of the War Department for each case.

1015. Every officer and enlisted man who shall be called or drafted into the service of the United States shall be examined as to his physical fitness as prescribed for the examination of recruits for the Regular Army; and immediately preceding the muster out of such officer or enlisted man he shall be similarly examined, and the record of the examination in each case shall be forwarded to The Adjutant General of the Army. These examinations will be made by medical officers of the Regular Army when practicable. (Form 135–1, A. G. O., in case of muster in, and Form 135–2, A. G. O., in case of muster out.)

ARTICLE XXI.

MILITIA BUREAU.

A. Functions of Militia Bureau.

1016. The jurisdiction of the Militia Bureau will include coordination, through the office of the Chief of Staff, of the organization, equipment, and instruction of the National Guard under department commanders in a manner similar to the coordination by the Chief of Staff of the organization, equipment, and training of the Regular Army under department commanders.

Proper study of policy is inconsistent with exercise of command and discharge of administrative details. The discharge of administrative details by the Chief, Militia Bureau, will be limited to such matters as can not under existing law be delegated to department or other commanders, and such as may be involved by correspondence between the Secretary of War and authorities of the various States.

DUTIES OF MILITIA BUREAU.

1017. (*a*) Organization and personnel.

Symmetrical development of National Guard organizations, including action upon new units, and the withdrawal of War Department recognition of old units.

Correspondence with State authorities which requires action by by the Secretary of War.

Consolidation of strength reports.

Final action upon examinations for appointment and promotion.

Filing efficiency reports of National Guard officers after receipt from department commanders.

Passing upon the eligibility of, and extending Federal recognition to, persons designated by the States, Territories, or the District of Columbia for appointment or promotion in the National Guard.

(*b*) Supply.

Apportionment of funds among the States.

Allotment among the several States and the District of Columbia, of funds appropriated for field training.

Notification to department commanders of amounts apportioned to States, within their departments.

Approval of requisitions by governors of States for funds and equipment and supplies from appropriations for the National Guard.

(*c*) Prescription of general character, quality, and quantity of instruction and training for guidance of department commanders.

(*d*) Selection and recommendation to personnel section, General Staff, for detail of inspector-instructors from the Army.

(*e*) Attendance of National Guard at service schools and details for practical instruction with the organizations of the Army.

(*f*) Final action, based on recommendations of department commanders, on all reports of inspections made under section 93, act of June 3, 1916.

(*g*) Action on reports of survey on National Guard property lost, damaged, or destroyed.

B. Functions of Department Commanders.

1018. The duties and responsibilities of department commanders in connection with certain portions of the National Guard within their departments not in the service of the United States, are such as may be outlined in both National Guard and Army Regulations, particularly paragraph 193 of the latter, or as may be prescribed from time to time in orders and instructions from the Secretary of War.

Generally speaking, these duties and the powers essential to discharge of the duties, are such as will enable a department commander to maintain the National Guard within his department in a state of preparedness for induction into the military service of the United States, so far as the laws and regulations thereunder permit.

DUTIES OF DEPARTMENT COMMANDERS.

1019. (*a*) Inspection.

Remedial recommendations upon reports of annual armory and field inspections of National Guard within the department in a manner similar to action upon similar reports of the Regular Army.

In addition to annual inspections by inspectors general may direct such other inspections by commanders of divisions, brigades, etc., or by department staff officers as he may deem necessary to ascertain conditions described in section 93, act of Congress approved June 3, 1916, within the limits of the funds allotted to the several States for the purpose.

Inspection of mobilization sites, target ranges, ordnance matériel, etc., any expense to be incurred thereby to be previously approved by the Chief, Militia Bureau, and settled by the disbursing officer of that bureau.

(*b*) Instruction.

Supervision and control of all armory and field instruction, including details for field maneuvers, alone or jointly with the Army.

Control of all instructors, commissioned and noncommissioned, assigned to stations within the department.

(*c*) Supply.

Responsible that each unit of National Guard within the department has on hand at armory equipment for authorized strength.

In cases where a National Guard unit is not properly equipped, report will be made to the Chief, Militia Bureau, stating the deficiencies for each organization.

(*d*) Payment.

Examination and approval of pay rolls for armory instruction, and reference of such to designated disbursing officers of Quartermaster Corps for payment.

(*e*) Qualification and elimination of officers.

Examination of candidates for appointment and promotion (designated by the Chief, Militia Bureau) informing Chief, Militia Bureau, of the result.

Making proper request to the State authorities for the convening of efficiency boards under section 77, act of Congress approved June 3, 1916.

(*f*) Mobilization.

Plans will be revised and kept up to date for either (1) dispatch of National Guard units directly from company rendezvous to places of concentration; or (2) from company rendezvous to mobilization camps previously selected by department commanders. Coast Artillery organizations will be mobilized as described under (1).

C. Rules of Correspondence.

1020. The following regulations are prescribed to govern the official correspondence of the Chief, Militia Bureau, with the Chief of Staff and chiefs of bureaus and departments of the War Department, department commanders, and with the military authorities of the States, Territories, and the District of Columbia:

(*a*) Communications addressed to the governors of States or Territories will be prepared for the signature of the Secretary of War and in his absence for that of the Acting Secretary of War. Those addressed to adjutants general of States, Territories, or the District of Columbia will be signed by the Chief, Militia Bureau, or by officers assigned as his assistants and authorized by him to authenticate official communications.

(*b*) Information concerning National Guard affairs which has a bearing upon the employment or military status of the personnel of the Regular Establishment will be conveyed to the Chief of Staff by indorsement or in the form of a memorandum.

(*c*) The Chief, Militia Bureau, is authorized to communicate directly with the heads of the supply or other departments or divisions of the War Department and department commanders in reference to all matters pertaining exclusively to the National Guard, and to order the issue of all military stores or supplies requisitioned for by the governors of the respective States and Territories and the commanding general, District of Columbia Militia, under the law; such order to be given by direction of the Secretary of War.

(*d*) All proposed Executive regulations looking to the execution of acts of Congress, suggested changes in general regulations, proposed legal enactments relating to the National Guard and the unorganized Militia, including estimates for appropriations for their support, and all other matters requiring harmonious and efficient cooperation with other bureaus and sections of the War Department will be submitted to the Chief of Staff.

INDEX.

[References are to paragraphs.]

A.

Abbreviations, 937.
Absence Without Leave: Enlisted men, 364, 369.
Abstracts of Payment: 772, 773, 778.
Abstracts: Target ranges, expense of procuring and preparing, 615.
Accountability for Property: See *Property, Federal, accountability.*
Accounting for Property. See under *Property, Federal "Accounting."*
Accounts. See under *Property and Disbursing Officers.*
Accounts, Current. See under *Property and Disbursing Officers.*
Accounts, Transportation:
  Land grant roads, 665.
  Mileage, 664.
  Settlement, 659, 663.
  State rifle competitions, 539.
  Supplies. See *Bills of Lading.*
  Transportation requests—
    General instructions, 660.
    Inspector-Instructors, 396, 660, 661.
    Preparation, 662.
    Sergeant-Instructors, 436, 660, 661.
  Travel allowances, 726–729.
Acts of Congress:
  January 21, 1903, as amended by Act of May 27, 1908, 13, 14.
  April 23, 1904, 15.
  June 12, 1906, 15.
  March 3, 1911, 16.
  June 3, 1916, 17–83, 146.
  May 12, 1917, 84.
  July 1, 1918, 80.
  July 9, 1918, 18, 30, 83.
  July 11, 1919, 25, 32.
Adjutants General:
  Abstract of reports of, by Secretary of War to Congress, 14.
  Authorized Staff organization, 144.
  Dual capacity, 137.
  Requirements for recognition as National Guard officers, 139.
  Returns and reports, 29.
  Territories and District of Columbia, how appointed, 29.
  Tenure of office, 138.
  To render quarterly return of Unassigned Reserve, 166.
Adjutant General's Department: Subjects for examination for appointment and promotion, 302 (N).
Administrators: Settlement with, 814.
Advertisement, for bids, 797, 798.
Affidavits: 866, 867.
Age Limitations:
  Appointments, 232.
  Appointment in National Guard Reserve, 172, 174–181.
  Members of National Guard, 21.
Aides-de-Camp, 496.
Alaska: Laws relating to Militia applicable to, 25, 97.
Ambulance Company. See *Medical Department.*
Ammunition:
  Issued National Guard Reserve during field training, 203.
  Issue of, for civilian rifle practice, 76.
Animals, Public:
  Allotments not to precede date of receipt, 977.
  Alteration of manes, etc., 1001.
  Bedding, 53, 981, 983, 985.
  Blank forms, 1002, 1003.
  Branding, 999.
  Care of, 953–1001.
  Changes in number, 979.
  Descriptive cards, 962, 967.
  Federal assistance dependent on State support, 973.
  Forage, 53, 985.
  Helpers—
    Compensation, 951.
    Detail, 953–959.
    Duties, 968.
    Monetary allowances for, 954–959.
    Payment, 980, 990–992.
    Qualifications of, 953.
    Sent to camps of instruction, 971.
  Inspections, 964–967.
  Issue of condemned, 52, 961.
  Maximum number of, 964.
  Not to be sent outside State, 972.
  Payment, Veterinary services, 995.
  Pooling of, for drill, 974.
  Purchase, 521, 625, 960.
  Recovery of, 883.
  Requisitions, 981.
  Sent to camps of instruction, 970.
  Shoeing, 53, 981, 983, 985.
  Stable accommodations, 964.
  Subsistence of additional, 976.
  Supervision by Inspector-Instructors, 993.
  Supplies—
    Agreement of Adjutant General of State, before issue of, 969.
    Blank forms, 1002, 1003.
    Purchase of, 964.

Animals, Public—Continued.
Supplies—Continued.
Replacement from State funds, 994.
Requisitions, 963, 978, 981–988.
Use of, limited, 968.
Withdrawal, 994.
Transportation, mounted officers, encampments, 717.
Unserviceable, 996–998, 1000.
Withdrawal, 994.
Appointments:
National Guard Reserve. See *National Guard Reserve, Officers.*
Noncommissioned officers. See *Noncommissioned Officers.*
Officers. See *Officers, Appointment.*
Appropriations. See under *Funds.*
Armament; same as for Regular Army, 45.
Arm Lockers. Use of, 874, 876.
Armory Drill. See *Armory Instruction.*
Armory Drill Pay. See *Pay, Armory Drill.*
Armory Instruction:
Aides de camp, 496.
Armory Schools, 504.
Assemblies, number and duration, 55, 487.
Attendance of 30 per cent of organization at each drill of two a week, 492 (*a*).
Attendance National Guard Reserve, 168.
Average attendance required, 491 (*a*).
Chaplains, 497.
Command, 489, 490.
Conditions necessary for payment for, 491, 943, 945, 946.
Correspondence courses, 504.
Credit for not more than one drill a day, 491 (*f*).
Credit for outdoor exercise or maneuvers, 491 (*d*).
Credit for target practice on range, 491 (*e*).
Credit not allowed for correspondence schools, 491 (*a*).
"Drill" defined, 491 (*c*).
Duties of subalterns, 490.
Enlisted men, Staff Corps, and departments, 494, 495.
Field and staff officers not at stations of commands, 500.
General officers, 498.
Headquarters and staff, 493 (*j*) (*k*).
Headquarters company, troop, or detachment, 493 (*a*) to (*f*).
Member of organization drilling with own organization, 493.
Monthly records of attendance, 502, 503.
National Guard Reserve, 168, 191.
Officers and enlisted men cannot qualify for pay separately, 492 (*c*).
Officers, Staff Corps, and departments, 493 (*l*).
Pay. See *Pay, Armory Drill.*
Reports, drills, 502, 503.
Responsibilities of commanding officer, 488.
Schedules, 486.
State, territorial, or district surgeons, 499.
Supply company, troop, or detachment, 493 (*g*) to (*i*).
Thirty per cent drills to be recorded separately, 492 (*b*).
To be supplemented by schools, correspondence courses, etc., 504.
Training courses, 486.
Armory Instruction—Continued.
Travel expenses, general, field, staff, and noncommissioned staff officers, 501.
Arm racks, use of, 874, 876.
Arms:
Experimental, not issued, 831.
Issued to National Guard Reserve during field training, 203.
Issued to National Guard Reserve when brought into active service, 209.
Right of people to bear, 2.
Army Service Schools:
Attendance, enlisted men—
Accounts, 480.
Authorized, 62, 471.
Certificates of proficiency, 479.
Discharge and reenlistment selected candidates, 475.
Pay, 477.
Qualifications, 473.
Quarters, 477.
Recommendations for, 474.
Regulations governing, 471–474.
Relief on account unsuitability, 478.
Subsistence, 477.
Travel allowances, 477.
Uniform, 476.
United States Military Academy, 472.
Attendance, officers—
Accounts, 480.
Authorized, 62, 462.
Certificates of attendance, 470.
Certificates of proficiency, 465.
Classification upon graduation, 465.
Diplomas, 465.
Graduation to be reported, 466.
Leaves of absence, 469.
Pay and allowances, 468, 470.
Preliminary examinations, 464.
Quarters, 468.
Regulations governing, 463
Text books, 467.
Travel allowances, 468.
Uniform, 467.
Army War College: Admission officers to, governed by War Department regulations, 463.
Artillery: Ancient privileges of certain corps 26.
Artillery, Field. See *Field Artillery.*
Artillery, Heavy: Organization of Coast Artillery Corps into regiments of, when authorized, 126.
Assemblies, armory instruction. See *Armory Instruction.*
Auditors, Zone Property, 930.
Authority, military: How exercised, 86.

B.

Bandoleers: Disposition, 907.
Bands: Coast Artillery, 129, 132.
Battalions, Reserve. See *Reserve Battalions.*
Batteries: Monetary allowances for helpers, 954, 955.
Bedding: Purchase and issue for horses, 53, 981, 983, 985.
Bills of Lading:
Accomplishment, 691–694.
Cancelled, 674.
Car and seal records, 703.

Bills of Lading—Continued.
Carload and trainload shipments, 696.
Change of consignee and destination, 698.
Checking, 700.
Conservation of railroad equipment, 701.
Date instructions made effective, 708.
Designation of consignee, 679.
Disposition, 681, 682.
Duplicate, 690.
Emergency shipments, 672.
Form of, 677.
Forms, blank, 668, 670, 671, 707.
General instructions, 683–689.
Issuance, 667.
Lost, 695.
Marking of packages, 699.
Payment of accounts, 666.
Preparation, 678, 680.
Release of valuation, 704.
Reports of survey, 705.
Reshipment of freight, 673.
"Shipper's order," 673.
Size of cars, 702.
Tracers, 706.
Undelivered, 695.
Blank Forms:
Appointment, officers, 225.
Bills of lading 668, 670, 671, 707.
Descriptive cards of animals, 962.
Discharge certificates, 362.
Enlistment, 345, 346.
Property accounting, 931, 933.
Property accountability, 854.
Public animals, 1002, 1003.
Receiving reports, 920.
Requisitions, 920.
Requisitions for property, 825, 931.
Returns and reports, M. B., 1006.
Shipping tickets, 920.
Target practice, 530.
Transportation requests, 660.
Vaccination, 349.
Boards, efficiency:
Discharge enlisted men account inaptitude or misconduct, 365, 366.
Elimination and disposition of officers, 40, 304.
National Guard Reserve, 186.
Officers to appear before on failure to pass reexamination for promotion, 231.
Boards, examining:
Composition, 225, 235.
Data on candidates to be submitted to, by War Department, 245
Duties of medical officer, 233.
Duties of members other than medical, 234.
Evidence, 240.
Inquiries as to qualifications of candidates, 248.
Marking of subjects, 275, 276.
Noncommissioned officers, Medical Department, appointment, 319.
Order of conducting examinations, 241.
Organization, 236.
Proceedings, disposition, 237.
Proceedings, form, 302.
Proceedings to be confidential, 236.
Procedure, 238–278.
Procedure in case of medical officers, 298–301.
Questions for examination, 260.
Boards, examining—Continued.
Record to contain full statement on disqualification, 255.
Results of proceedings to be communicated to Governors, 228.
Requirements, 302.
Subjects, 302.
Time of examination, 260.
To furnish candidates copies of evidence of disqualifying nature, 257.
Witnesses, testimony, 240.
Bonds:
Property and disbursing officers, 644, 648–654.

C.

Call into Federal Service. See *National Guard.*
Camps. See *Field Instruction.*
Camps of Instruction: Officers and noncommissioned officers, 60.
Canal Zone: Laws relative to Militia, applicable to, 25, 97.
Caretakers: Target ranges, 622, 533.
Cartridge cases: Empty, disposition, 525, 907, 908.
Cash books: Property and disbursing officer's, 782, 783.
Cavalry:
Ancient privileges of certain corps, 26.
Drills, 973–975.
Purchase and issue of horses, 52.
Subjects for examination for commission and promotion, 302 (b).
Certificates of Disability:
Discharge by, 369.
Not to be in duplicate, 369.
To accompany findings of board, 366.
Certificates of Discharge. See *Discharge Certificates.*
Chaplains:
Duties, 497.
Subjects for examination for appointment and promotion, 302 (*M*).
Checks. See *Property and Disbursing Officer.*
Chiefs of Staff: Detail of, 28, 392, 394.
Civilians: Appointment in the Reserve, 171.
Civilian Employees:
Caretakers, markers, etc., target ranges, 533, 622.
Rifle camps of instruction, 533, 541.
Claims:
Damages to property, state encampments, 709, 710.
Personal injuries, 711.
Settlement of, 770.
Clips: Disposition, 907.
Clothing:
Infected with contagious diseases, 871.
Repair and renovation, 766.
Coast Artillery Corps:
Assignment to Coast Defense commands, 125.
Attached personnel of Staff Departments, 131.
Authorized personnel of companies, 127
Authorized personnel, field and staff officers, and noncommissioned staff officers, 132.
Bands, 129, 132.
Coast Defense commands, attached personnel, 131.
Examinations for ratings, 130.
Heavy artillery regiments organized when authorized, 126.
Inspection of matériel, 560, 569, 570.

Coast Artillery Corps—Continued
Organization, 124–126.
Rated men, allowance per company, 128.
Subjects for examinations for commission and promotion in, 302 (*d*).
Coast Defense Instruction:
Attendance National Guard Reserve, unassigned, 167.
Attendance required, 512.
Attendance to be verified, 513.
Camp sites, how determined or approved, 514.
Claims for damages to property, 709, 710.
Department commanders to charge, 508.
Fines, collection, 718.
General scheme of instruction, 506.
Law providing for payment expenses, 30.
Muster for pay, 521, 720.
Officers not belonging to organizations, assignment to duty, 520.
Participation prescribed, 55, 57–61, 505.
Pay, 57, 60, 61, 512, 714, 716, 720, 722.
Pay and allowances, National Guard Reserve, 192.
Programs of instruction, 507.
Regular Army personnel, 50, 509, 510.
Reports of inspections, 510.
Subsistence, 720, 721.
Utilization services inspector and sergeant-instructors, 511.
Wagon transportation, 713.
Collar Ornaments, 550–552.
Collections, 784–790, 912–914.
Command:
When different corps or commands join, 90, 91.
Where vested, joint encampments and maneuvers, 58.
Commissions:
Appointments. See *Appointments, Officers.*
Vacation of, 40.
Vacation of, by officers, National Guard Reserve, 185.
Commutation of rations, 657,724.
Compensation: Helpers, troops and batteries, 53, 953, 954.
Composition of National Guard, 21.
Condemnation of property, 868, 870.
Constabulary, State: Organization and maintenance, 24.
Constitutional Provisions, 2–6.
Congress, Acts of. See *Acts of Congress.*
Congress:
Annual reports of Secretary of War to be transmitted to, 14.
Powers of, 3.
Corps of Engineers. See *Engineers.*
Crops:
Claims for damages, 709.
Target ranges, 628.
Correspondence Courses, 500, 504.
Correspondence, Official:
Inspector-instructors, 415.
Penalty envelopes, 416.
Retired officers, 460.
Rules of, 1020.
Sergeant-instructors, 439.
Courts-Martial:
Approval or confirmation o Governor required in certain cases, 599.
Arrest before trial, 583.
Courts-Martial—Continued.
Arrests, subpoenas, processes and sentences, 71.
Competency to administer oath, 589.
Constitution, powers, and proceedings, 65–71.
Depositions, 594.
Dishonorable discharge for five previous convictions, 603.
Eligibility of members, 574.
Expenses, 595.
Fees, 595.
Fines, how collected, 602, 718.
Forfeitures, how collected, 602.
Judge Advocate, to prosecute in name of United States and State, 586.
Mileage, 595.
Oath of members, 588.
Powers, 573.
Power to punish witnesses, 593.
Power to sentence to confinement in lieu of fines, 69.
Punishing power limited, 596.
Punishment, tables of maximum, 605.
Punishments, uniformity, 604.
Reduction noncommissioned officers, 603.
Reporter, compensation, 587.
Sentences of confinement, 582.
Sentence of dismissal, 70.
Subpoenas, by whom issued, 590.
Subpoenas, service of, 591.
State retired officers ineligible, 575.
System, 571.
Warrants of attachment, 592.
Withholding of pay for absence from drill not a punishment, 600.
Courts-Martial, General:
Convening authority, 66, 576.
Copies of order promulgating action to be sent to Militia Bureau, 598.
Disposition of record of trial, 585.
Disposition of record when appointed by President, 597.
Punishments, 579.
Courts-Martial, Special:
Convening authority, 67, 577.
Copies of order promulgating action to be sent to Militia Bureau, 598.
Punishments, 580.
Courts-Martial, Summary:
Appointing authority, 68, 578.
Disposition of copy of record of trial, 584.
Disposition of record, 598.
Punishments, 581.

D.

Dental Corps. See *Medical Department.*
Department Commanders:
Control over encampments and maneuvers, 506, 508.
Duties with regard to National Guard, 1019.
Functions with regard to National Guard, 1018.
Desertion:
Dropping from rolls, 364.
Charge removed, 364.
Discharge Certificates:
Cause of discharge to be stated on, 368.
Character, 361.
Classes, 362.
Custody of blanks, 362.

Discharge Certificates—Continued.
Indorsement notification of discharge on confinement cases, 367.
Preparation and action on, 370.
Statement of service, 361.
To be shown recruiting officer when enlisted in Regular Army, 378.
Discharge:
Enlisted men. See *Enlisted Men.*
Officers. See *Officers.*
Discipline:
Conformity to system of Regular Army, 54.
Courtesy enjoined, 88.
Deliberations or discussions, 89.
Exercise of authority, 86.
Praise or censure, 89.
Publications, 89.
Punishments, 86.
Relation between superiors and inferiors, 87.
Respect to superiors, 88.
Use of influence, 89.
Divisions:
Detail of Chiefs of Staff, 28, 392–394.
Organization, 93.
Draft:
Into Federal service. See *National Guard.*
"Drill": Term defined, armory instruction, 491 (c).
Drills, Armory. See *Armory Instruction.*
Drills, mounted, 973–975.

E.

Efficiency Boards. See *Boards, Efficiency.*
Employees, Civilian. See *Civilian Employees.*
Employees, Federal:
Applications for commissions in National Guard Reserve, 177.
Leaves of absence on military duty, 43.
Encampments and Maneuvers. See *Field Instruction.*
Encampments and Maneuvers, Joint:
Admission to Regular Army Field Hospitals, 519, 724, 725.
Command, where vested, 58.
Contracting of bills or obligations, 515.
Fines, collection, 718.
Law authorizing, 57.
Not Federal service, 518.
Requisitions for supplies, 516, 517.
Subsistence, purchase, 839.
Engineers:
Officers not authorized for staff corps or department, 140.
Qualifications for original appointments, 279–281.
Subjects for examination for commission and promotion, 302 (E).
Engineer Company: Monetary allowances for helpers, 954, 956–959.
Enlisted Men:
Absent without leave, 364.
Attached to Regular Army for instruction, 481–485.
Attendance field instruction. See *Field Instruction.*
Attendance, service schools. See *Army Service Schools.*
Commissions in National Guard Reserve, 198, 199.
Deserters, 364.
Detail and pay as helpers for batteries and troops, 53, 953, 954.
Enlisted Men—Continued.
Discharge—
Before expiration of enlistment period, 359.
Cause stated in order, 368.
Certificates, classes, 362.
Certificates, custody of blank forms, 362.
Certificates of disability, 366, 369, 370.
Certificate to be given except when drafted, 360.
Change of residence, 357, 371–373.
Character of service, 361, 365.
Date effective, 363.
Date of, when serving sentence of confinement, 367.
Discharged from Militia when drafted in Federal service, 74.
Dishonorable, 579, 603.
Enlistment in the Regular Army, 376–378.
Inaptitude or misconduct, 365.
Law governing, 35.
Notification to State authorities when in Federal service under call, 375.
Personal notice, 367.
Statement of service, 361.
Under call in Federal service, 374, 375.
Under draft in Federal service, 374.
Disposition upon disbandment of organizations, 99.
Dropped as deserters, restoration to duty, 364.
Eligibility for commissions in the National Guard Reserve, 198.
Expenses of treatment, Regular Army Field Hospitals, 724, 725.
Identification records, 351, 352.
Medical Department, 106, 110.
Pay. See *Pay.*
Physical examination when called into Federal service, 78.
Qualifications of, determined by annual inspections, 56.
Records, 345, 346, 351, 352.
Staff, not considered as members of National Guard unless authorized and recognized by War Department, 141.
Strength of 1,000 in units not organized into regiments considered equivalent to regiment, 144 (*b*).
Subsistence, camps of instruction, 60.
Transfers, 357, 358.
Transfers from line to Medical Department, 110.
Enlisted Men, Regular Army. See *Regular, Army, Enlisted Men.*
Enlistments:
Accountability of recruiting officers, 340.
Applicants with dependents, 334.
Articles of War to be read to applicant, 343.
Credit for previous service, 373.
Date of, 341.
Declaration of applicant to be read, 342.
Detail of recruiting officer, 330.
Disposition of reports of physical examination, 354.
Evidence of moral character, 336.
Examination, physical, 347–355.
Federal contract of, 33, 34.
Federal recognition required to become member of National Guard, 356.
For one and three years carry no obligation to serve in National Guard Reserve, 329 (*b*).

Enlistments—Continued.
Identification records, 351, 352.
Inspection and verification of enlistment papers, 346.
Law governing, 32.
Married men, 334.
Medical Department, 107, 108.
Minors under 18, 338.
Misrepresentations, 343.
National Guard Reserve, 189.
Oath of, 33, 34, 342.
Of exempted class discouraged, 332.
One year authorized for previous service, 329 (*b*).
Opportunity to enter into new contract, 329 (*g*).
Organized Militia service defined, 329 (*e*).
Papers, disposition, 345.
Period of, 32, 329.
Prior to authorization of organization, 151.
Procedure, physical disqualifications found after acceptance, 353.
Prohibition of certain classes, 333.
Proof of age, 339.
Proportion of one and three year, 329 (*c*) (*d*) (*h*).
Qualifications for, 32, 331.
Records, inspection and verification, 346.
Reports of physical examination, 355.
Service under previous contracts, 32, 329 (*g*).
Special authority on failure to pass required examinations, 337.
Three months' residence required, 335.
Vaccination, 349.
Enlistment Contract, Federal: 33, 34, 152.
Enlistments, Regular Army: 197, 376–378.
Envelopes, Penalty. See *Penalty Envelopes.*
Equipment:
Disposition of obsolete or condemned issues, 48.
Experimental not issued, 831.
Issued National Guard Reserve during field training, 203.
Issued National Guard Reserve when brought into active service, 209.
Issue of, to National Guard, 46.
New types of, issued without cost, 47.
Same as Regular Army, 45.
Estimates: Annual expenses of Militia, 82.
Examinations, Officers. See *Officers, Examinations.*
Examinations, Physical:
Call or draft into Federal service, 78, 354, 1015.
Disposition of reports of, 354.
Enlistment, 347–355.
Officers—
Annual, 220.
Appointment, 249–253.
National Guard Reserve, 183.
Reports of, to be inspected and verified, 355.
Executors: Settlement with, 814.
Exemptions: Militia duty, 22, 332.

F.

Federal Enlistment Contract, 33, 34, 152.
Federal Funds. See *Funds.*
Federal Government: Rights retained by, over National Guard, 146.
Federal Inspection. See *Inspections.*
Federal Recognition:
Adjutants General, 139.
Common errors at inspections for, 154.
Federal Recognition—Continued.
Conditions requisite for, 149, 150.
Defined, 148.
Deferred for field or staff officers pending acceptance of units, 159.
Field officers, Staff officers, State Staff officers, 158, 159.
Necessary for National Guard status, 147.
Officers, required for appointment made by Governors, 226.
Officers, tentative, 227, 229.
Officers, withdrawal in case of failure to pass examinations, 229.
Procedure prior to, 153.
Small units, 156.
Federal Service: Call or draft into. See under *National Guard.*
Field Artillery:
Drills, 973–975.
Headquarters Company, monetary allowances for helpers, 954, 955.
Headquarters Company, not to be organized unless complete regiment authorized, 157.
Inspection of matériel, 560, 569.
Purchase and issue of horses for, 52.
Subjects for examination for commissions and promotions, 302 (E).
Target ranges, 627.
Field Hospital Companies. See *Medical Department.*
Field Instruction:
Attendance National Guard Reserve, 163, 167, 190–192.
Attendance required, 512.
Attendance to be verified, 513.
Camp sites, how determined or approved, 514.
Claims for damages to property, 709, 710.
Claims for personal injuries, 711.
Conditions requisite for pay, 720.
Department Commanders to have charge, 506, 508.
Fines, collections, 718.
Inspections, 510, 559.
Instructors at disposition of Department Commanders, 511.
Law providing for payment expenses, 30.
Muster for pay, 521, 720, 721.
Officers not belonging to organizations, assignment to duty, 520.
Outdoor target practice, 522, 531.
Participation prescribed, 55, 57–61, 505.
Pay, 57, 60, 61, 512, 714–716, 720, 722.
Pay and allowances, National Guard Reserve, 192.
Payment of expenses, encampments, etc., 712–723.
Programs of instruction, 507.
Regular Army personnel, 59, 509, 510.
Reports of inspection, 510, 559.
Rifle camps of instruction, 532–539.
Scheme of instruction, 506.
Subsistence, 721.
Transportation, 721.
Transportation of mounts, 717.
Utilization services inspector and sergeant-instructors, 511.
Wagon transportation, 713.
Fines, 602, 718.
Finger-print records, 351.
Fire, protection from, 873.
Forage: Purchase and issue for horses, 53, 985.

Forces, Land or Naval of United States: Use of, 7–12.
Forms, Blank. See *Blank Forms.*
Funds:
Abstracts of payment, 772, 773, 778.
Annual estimates required for carrying out provisions, Act of June 3, 1916, 82.
Apportionments, Act of June 3, 1916, 30, 639–643.
Section 67, 30, 639, 640, 643.
Section 83, 641–643.
Appropriations, Act of June 3, 1916, 629–638.
Section 67, 629, 635.
Section 83, 630, 636.
Section 89, 631, 637.
Section 90, 632, 637.
Section 109, 633, 638.
Section 110, 634, 638.
Available for purchase of horses, 52.
Bills of lading, 666–708.
Collections, 784–790, 912–914.
Company, disposition, called or drafted into Federal service, 729, 730.
Confined to fiscal year for which appropriated, 735.
Contracts for future payments, 732.
Deposits by property and disbursing officer, 740–743.
Deposit of refundments, 784.
Disbursements, by officer on duty in Militia Bureau, 659 (*b*).
Disbursements, by property and disbursing officers, 659 (*a*).
Disposition of proceeds of condemned stores, 51.
Disposition of proceeds sales, unserviceable or unsuitable property, 50, 857.
Disposition of stoppages on account of loss of, or damage to property, 50.
Expenditures in excess of appropriations, 732.
Expenses, interstate rifle competitions, 538.
Money accounts, property and disbursing officers, 738.
Participation in apportionment debarred on account failure to comply with Federal regulations, 380.
Payments. See *Property and Disbursing Officers, Payments.*
Payment of helpers, 980.
Payment, subsistence, and transportation, encampments and maneuvers, 57.
Payment of wagon transportation, practice marches, 713.
Proceeds of sale of condemned property, 785, 786.
Proceeds of sale of land, 787.
Property and Disbursing Officers. See *Property and Disbursing Officers.*
Purchase and issue of forage, etc., for horses, 53.
Receipts in blank or in advance of payments, 736.
Regimental, disposition, called or drafted into Federal service, 729.
Requisitions for, 655, 658.
Sale of crops on target ranges, 628.
State, disposition, organizations called or drafted into Federal service, 730.
Summary of, 772, 776, 778.
Transfers between appropriations or apportionments, 733.
Transfers to credit of property and disbursing officer, 734.
Transportation accounts, 660–665.
Funds—Continued.
Use for purposes other than for which appropriated, 732.
Furloughs: Temporary change of residence, 372.

G.

General Supply Depots: Repair and alteration of property, 902.
Governor: Staff of, not members of National Guard unless detailed from line or Staff Corps or Departments, 142.

H.

Hawaii: Laws relating to Militia applicable to, 25, 97.
Heirs: Settlement with, 814.
Helpers. See *Animals, Public.*
Home Guards: Uniform, 552.
Horses. See *Animals, Public.*

I.

Induction: Effected by call or draft, 1010, 1011.
Infantry:
Ancient privileges of certain corps, 26.
Machine-Gun Companies—
Monetary allowances for helpers, 954, 956–959.
Not to be authorized unless complete regiment is authorized, 157.
Subjects for examinations, candidates for appointment and promotions, 302 (A).
Insignia: Collar of coat, 550.
Inspections:
Armory, annual—
Attached members, 565.
By whom made, 557, 561.
Coast Artillery matériel, 569.
Correction of irregularities or deficiencies, 563.
Credit for strength, 565.
Field Artillery matériel, 569.
Members absent from commands, 565.
Objects, 557, 558.
Period, 557.
Property, 564.
Reports, action on, 566, 567.
Required, 56, 557.
Signal Corps Coast Artillery equipment, 570.
State, at same time as Federal, 562.
By whom made, 561.
Classified, 556.
Common errors at, for Federal recognition, 154.
Field, 510, 559.
Organizations, for Federal recognition, 153.
Preliminary arrangements, 561.
Property and disbursing officers, accounts, 568.
Special, 560.
State, at same time as Federal, 562.
Target ranges, 608.
Inspector General's Department:
Authorized Staff organization, 144.
Officers of, to make annual armory inspections, 56.
Subjects for examination for appointments and promotions, 302 (K)
Inspector-Instructors:
Absence from State or district, 404.
Accompanying National Guard troops called out by State, 387.
Accounts, how settled, 659 (*a*).

Inspector-Instructors—Continued.
Acting, 422.
Annual armory inspection, 397.
Assignment, 389, 391.
At disposition of department commanders at encampments, maneuvers, etc., 511.
Authority over, 382, 388.
Change of station, 389.
Charges against, 384.
Clerical assistants, 417.
Commissions in National Guard, 385, 386.
Conduct of armory schools, correspondence schools, etc., 504.
Correspondence, official, 415.
Designation prescribed, 379.
Detail officers Staff Corps and Departments, 394.
Division, assigned as chief of staff, 392, 393.
Division, assignment, 391.
Division, duties, 391, 393.
Duties, 381–383.
Engaging in other occupations, 403.
Examinations, 390.
Inspection, enlistment papers, 420.
Inspection, records, 420.
Inspection, animals, 420.
Inspections, as required by War Department, 390.
Instruction, how imparted by, 398–403.
Medical, assignment, 394.
Not under orders of State authorities, 382, 388.
Office expenses, 417.
Offices and office furniture, 417.
Officers detailed as, 16.
Penalty envelopes, 416.
Period of duty, 379.
Powers restricted, 381.
Publications and circulars, War Department, to be studied by, 411–413.
Purposes of detail, 381, 382.
Records to be turned over to successor, 413.
Relief, 384.
Reporting on taking station, 390.
Reports, 390.
Reports, additional to quarterly as deemed advisable, 407.
Reports, attendance at assemblies for drill or instruction, 409, 410.
Reports, monthly, 410.
Reports, quarterly, 405, 406, 408.
Senior—
Assignment to districts, 391.
Charged with general supervision of instruction, 401.
Quarterly reports, 405.
Reports to be forwarded through, 410.
Sanitary troops, 394.
Supervision of animals, 993.
Tipping, 418.
To issue reference publications to sergeant-instructors, 414.
Transportation requests, 396, 660, 661.
Travel expenses, payment, 418, 726.
Uniform to be worn, 421.
Visits of instruction, 395.
Instruction, Field. See *Field Instruction.*
Insurance:
Buildings on target ranges, 626.
Property, 873.

J.

Judge Advocate General's Department: Subjects examination for appointment and promotion, 302 (L).
Joint encampments. See *Encampments and Maneuvers, Joint.*

L.

Land: Disposition of funds, sale of, 785, 787.
Land Forces: Act of June 3, 1916 applicable only to, 80.
Laws, Federal. See *Acts of Congress.*
Leases: Target ranges, 618.
Leaves of Absence:
Government employees on military duty, 43.
Officers attending Army Service Schools, 469.
Legislation: Enactment by states to conform with Section 110, Act of June 3, 1916, 73.
Loan Records: Property, 919.
Location of Units of National Guard, 31, 95.

M.

Machine-Gun Companies, Infantry. See *Infantry.*
Maintenance of other troops by States, 24.
Maneuvers. See *Field instruction*, also *Encampments and Maneuvers, Joint.*
Marine Corps: Enlistment of National Guard Reservists in, 197.
Markers: Target ranges, 533, 622.
Matériel:
Care, 953.
Coast Artillery Corps, inspection, 560, 569, 570.
Field Artillery, inspection, 560, 569.
Ordnance—
Care, 887.
Districts of, for repair of, 892.
Inspection, 893–895.
Issue, 829.
Receipt to be reported, 900.
Repair, 891–902.
Medical Department:
Ambulance Companies, monetary allowances for helpers, 954, 956–959.
Appointments, officers. See *Officers, Appointment.*
Attached to Coast Defense Commands, 131.
Authorized Staff organization, 144.
Dental Corps—
Officers, duties, 119.
Organization, 116.
Qualifications for original appointment in, 287–291.
State, territorial, or district dental surgeon, 117, 118.
Enlisted composition, 106.
Enlisted men, proportion of privates, first class to privates, 144 (*d*).
Enlistments, reenlistments, transfers, 107–110.
Field Hospital Companies, helpers, 954, 956–959.
Functions of, 102.
Medical Corps—
Composition, 111.
Qualifications for original appointment, 282–286.
State, territorial, or district Surgeon, 112, 115, 499.
Noncommissioned officers—
Appointment, 315–325.
Examinations, 326–328.
Reduction, 325.

Medical Department—Continued.
Organization, 103, 105.
Personnel of, how known, 104.
Sanitary troops, classification, 105.
Subjects for examinations for appointments and promotions, 302 (G).
Veterinary Corps—
Officers, duties, 123.
Organization, 120.
Qualifications for original appointment in, 292–297.
State, territorial, or district Veterinarian, 121, 122.
Medicines: Charges for, field hospitals, joint encampments and maneuvers, 724, 725.
Memorandum receipts, 919 (c).
Militia:
Annual estimates required, 82.
Act of June 3, 1916, applicable to land forces only, 80.
Composition, 20.
Exemptions from duty in, 22.
Naval. See *Naval Militia.*
President empowered to make rules and regulations to enforce provisions of Act of June 3, 1916, respecting, 81.
Unorganized. See *Unorganized Militia.*
Use of, 7–12.
Militia Bureau:
Disbursement of funds by officer on duty in, 659 (*b*).
Duties, 1017.
Functions, 1016.
Funds for payment expenses of, 30.
Law creating, 44.
Officers of National Guard detailed in, 44.
Minors: Enlistment, 338, 339.

N.

National Guard:
Age limits of members, 21.
Armament same as Regular Army, 45.
Armory Drill and Instruction. See *Armory Instruction.*
Assigned to divisions, brigades, etc., 27, 94.
Attached to Regular Army for instruction, 481–485.
Call into Federal service—
Authority for, 7–12.
Defined, 1008.
Made effective by proclamation or order, 1010, 1011.
Mobilization, 1014.
Physical examination, 1015.
Proclamation, how transmitted, 1012.
Terms of, transmitted by Adjutants General, 1013.
Camps of Instruction, 60.
Coast Artillery Corps. See *Coast Artillery Corps.*
Composition of, 21, 145.
Courts-Martial. See *Courts-Martial.*
Discipline to conform to Regular Army system, 54.
Draft into Federal Service—
Defined, 1009.
Enlisted men National Guard Reserve, 193.
Filling of vacancies under, 39.
Law governing, 74.
National Guard—Continued.
Draft into Federal Service—Continued.
Made effective by proclamation or order, 1010, 1011.
Mobilization under, 1014.
Pay, 74.
Physical examination, 1015.
Proclamation, how transmitted, 1012.
Terms of, transmitted by Adjutants General, 1013.
Enlisted men. See *Enlisted Men.*
Enlistment in Regular Army, 376–378.
Equipment, same as Regular Army, 45.
Examination, physical. See *Examinations, Physical.*
Failure to comply with Federal regulations, 380.
Federal control, 146.
Federal recognition. See *Federal Recognition.*
Funds. See *Funds.*
Increased Federal control over, 380.
Increments, 25, 97.
In service of United States, status, 17.
Inspections. See *Inspections.*
Issue of equipment, etc., to, 46.
Location of units and headquarters, how fixed, 95.
Noncompliance with Federal Act, penalty, 79.
Number of, to be organized, 25, 97.
Officers and enlisted men not considered members of, unless authorized and recognized by War Department, 141.
Officers. See *Officers.*
Organization. See *Organization.*
Organizations. See *Organizations.*
Pay. See *Pay.*
Pensions, 75.
Recognition. See *Federal Recognition.*
Relations with department commanders, 1018, 1019.
Training, 55.
Uniform. See *Uniform.*
Use of, within States not limited, 24.
When subject to laws or regulations governing Regular Army, 64.
National Guard Reserve:
Applications of Federal employees for commissions in, 177.
Appointment civilians in, 171.
Appointment of medical officers in, 172.
Arm to which assigned when called into active service, 209.
Arms and equipment for, when brought into active service, 209.
Assigned—
Armory instruction, 168, 191.
Arms and equipment for, during field training, 203.
Assignment to complete strength of units, 190.
Composition, 162 (*a*).
Discharge, 201.
Disposition upon removal from vicinity of organization, 194.
Field instruction, 163, 191, 192.
Procedure in case of death, 196.
Records, 164, 206.
Composition, 161, 162.
Disbandment of organization, disposition of officers, 171 (*a*).
Discharge on certficate of disability, 202.

National Guard Reserve—Continued.
Draft, 180.
Enlisted men—
Assignment to active organizations, 190, 191.
Composition, 189.
Drafted, report in grade of private, 193.
Eligibility for commissions, 198, 199.
Enlistment contract carries no obligation to serve in, 329 (*f*).
Enlistment in Regular Army, Navy, or Marine Corps, 197.
Examination, physical, 183, 202.
Field instruction, 163, 167, 190–192.
Imprisonment of member by sentence civil court to be reported, 200.
Law governing, 41.
Officers—
Age limits, 172, 174–176.
Appointment, Officers' Reserve Corps, 187.
Appointments, 40, 171–182.
Change of status, 166.
Discharge at age of 64, 181.
Disposition on reaching age limits, 178, 179.
Efficiency boards in case of, 186.
Examination, physical, 183, 220.
Rank, 188.
Right of former to wear uniform, 178.
Uniform, 181, 184.
Vacation of commissions, 185.
Organization into tactical or other units, 169.
Pay. See *Pay*.
Procedure in case loss of or damage to property issued during field training, 205.
Records, 206.
Tactical units not authorized in time of peace, 169.
Transportation when brought into active service, 208.
Unassigned—
Armory instruction, 168, 190, 191.
Arms, ammunition, and equipment for, during field training, 203–205.
Composition, 162 (*b*).
Discharge, 201.
Disposition upon change of residence, 195.
Field instruction, 167, 191, 192.
Organization into reserve battalions in time of war, 210.
Pay, camps for field training, and on mobilization, 207.
Procedure in case of death, 196.
Quarterly reports of addresses, 165.
Quarterly returns, 166.
Records, 164.
Reporting for active service, 208.
National Militia Board: Abolished, 44.
National Trophy: Figure of merit, how computed, 527.
Naval Militia: Repeal of provision for, 80.
Navy: Enlistment National Guard recruits in, 197.
Noncommissioned Officers:
Appointment, Medical Department, 315–325.
Appointment, other than Medical, 313, 314.
Detail as instructors at target ranges, 76.
Examinations for appointment, Medical Department, 326–328.
Reduction, 323, 325, 603.
Noncommissioned Officers, Regular Army. See *Regular Army*.

O.

Oaths:
Examining boards, 239.
Commissioned officers, 269, 270.
Subscription to, before entry on pay rolls, 719.
Oaths, Dual: By whom administered, 153, (*d*).
Oaths, Federal:
Enlistment, 33, 34.
Officers, 36.
To be submitted with notice of appointment 225.
Official Correspondence. See *Correspondence, Official*.
Officers, Militia Bureau: Disbursement of funds, 659 (*b*).
Officers, National Guard:
Appointments—
Age limits, 232.
Discharged from Militia when drafted into Federal service, 74.
Field and Staff, recognition deferred pending acceptance of unit, 159.
Made by Governor must be recognized by War Department, 226.
Oaths, 269. 270.
Officers, Reserve Corps, 187.
Procedure, 153, 225.
Property and Disbursing, 30, 644.
Qualifications, original appointment—
Dental Corps, 287–291.
Engineers, 279–281.
Medical Corps, 282–286.
Veterinary Corps, 292–297.
Requirements, 232.
Surveying, detail, 50, 857, 858.
Tentative recognition of appointees, 229.
To be confined to grade and arm for which examined, 228.
Attached to Regular Army for instruction, 481–485.
Attendance, Army Service Schools. See *Army Service Schools*.
Field instructions. See *Field Instructions*.
Service Schools, 62.
Change of status, 166, 311, 312.
Classes from which selected, 223.
Coast Artillery Corps assigned to fort and fire commands, 125.
Detail as instructors at target ranges, 76.
Detailed as assistants in Militia Bureau, 44, 629 (*n*).
Detailed to command higher tactical units, 94.
Discharge, 303–305.
Elimination and disposition of, 40, 304.
Examinations—
Adjutant General's Department subjects, 302 (N).
Average required, 277.
Cavalry subjects, 302 (B).
Certificate of qualification, candidate, 255.
Chaplains, subjects, 302 (M).
Coast Artillery Corps subjects, 302 (D).
Data on candidates to be submitted by War Department, 245.
Delay allowed for preparation, 227.
Diplomas or certificates to be submitted, 244.
Disqualification, 254, 257.
Discharge papers or recommendations submitted, 243.

Officers, National Guard—Continued.
Examinations—Continued.
Duties of medical officers of board, 233.
Duties of officers of board other than medical, 234.
Elementary, 271, 272.
Eligibility for, 232.
Engineer subjects, 302 (E).
Equitation, 268.
Excused from on presentation of certificate or diplomas from service schools, 278.
Field Artillery subjects, 302 (C).
For commission, 38, 225, 227-278.
General efficiency of candidate, 242, 247-256.
Individual records of candidates, 246.
Infantry subjects, 302 (A).
Inspector General's Department subjects, 302 (K).
Judge Advocate General's Department subjects, 302 (L).
Marking of subjects, 275, 276.
Medical Department, 298-301, 302 (G).
Oral, 261.
Order of conducting, 241.
Ordnance subjects, 302 (I).
Physical. See *Examination, Physical, Officers.*
Practical, 260, 261, 265, 267.
Prior to final Federal recognition, 153.
Procedure of boards, 238-278.
Professional, 271-273, 302.
Quartermaster Corps subjects, 302 (H).
Questions, 260.
Reexamination in case of failure, 231.
Requirements, 221, 302.
Results of proceedings to be communicated to Governors, 228.
Signal Corps subjects, 302 (F).
Subjects, 302.
Testimonials as to moral character, 247.
Time of, 260.
Waiver of, 222.
Written, 258-264.
Written, oral, or practical, or all, 249.
Expenses of treatment, Regular Army Field Hospitals, 724, 725.
Expenses while acquiring and developing ranges, 613, 614.
Failure to pass examination for promotion, 230.
Field, drills, 500, 501.
Field, recognition, 158, 159.
Filling of vacancies, when drafted, 39.
General, 498.
Medical, appointed in National Reserve, 172.
Noncommissioned. See *Noncommissioned Officers.*
Oaths, 269, 270.
Oath, Federal, 36.
On retired or unassigned lists, have no Federal status, 170.
Pay—
Camps of instruction, 60.
Compensation for services, 72.
Physical examination when called into Federal service, 78.
Promotions, procedure of boards, 238-278.
Promotions, procedure on failure to pass reexamination, 231.
Promotions, tentative recognition, 229.
Property and disbursing. See *Property and Disbursing Officers.*
Qualifications, 37, 38.
Qualifications of, determined by annual inspections, 56.
Recognition. See *Federal Recognition.*
Recruiting—
Accountability, 340.
Detail of, 330.
Requirements for recognition, 221.
Retired. See *Regular Army: Officers, Retired.*
Separation from service, 303-308, 312.
Staff—
Drills, 500, 501.
Not considered members of National Guard unless authorized and recognized by War Department, 141.
Recognition of, 158, 159.
States required to pass laws concerning appointment of, 73.
State Staff, recognition, 158, 159.
Surplus, disposition of, 40.
Surveying. See *Surveying Officers.*
Transfer, 309-312.
Travel allowances, 726.
Officers, National Guard Reserve. See *National Guard Reserve, Officers.*
Officers, Noncommissioned. See *Noncommissioned Officers.*
Officers, Regular Army. See *Regular Army, Officers.*
Officers, Reserve Corps. See *Regular Army, Officers.*
Optical Instruments: Care of, 888.
Orders: Obedience to and prompt execution, 85.
Ordnance Department:
Attached to Coast Defense Commands, 131.
Authorized staff organization, 144.
Issue of Ordnance matériel, 829.
Subjects for examination for appointments and promotions, 302 (I).
Ordnance Matériel:
Care and preservation, 887.
Districts for inspection, repair, and alteration, 892.
Inspection, 893-895.
Issue of, 829.
Receipt to be reported, 900.
Repair, 891-902.
Organization:
Assignment of units to brigades, etc., 94.
Detached platoons authorized, 98 (*b*).
Headquarters, machine-gun and supply companies or troops, 157.
Higher tactical units, 92-94.
New units to comply with policy outlined, 160.
Pay and allowances, National Guard Reserve, 41
Procedure prior to Federal recognition, 153.
Same as prescribed for Regular Army, 23, 92.
Tentative, youths under 18 not National Guard, 101.
Units maintained to be as prescribed by War Department, 92.
See also under arms of service concerned.
Organizations:
Disbandment of units, 31, 96, 99.

Organizations—Continued.
Location of units, 31, 95.
Not to be disbanded without consent of President, 96.
Of youths under 18 years not part of National Guard, 101.
Outside territorial limits of United States authorized to recruit to legal maximum, 98 (*a*).
Strength, 25, 31, 97, 98.
Upon application, may be authorized to enlist to legal maximum, 98 (*a*).
Organized militia:
Defined as applying to Military Service, 329 (*e*).
Officers, not a part of National Guard unless recognized as such, 147.
Ornaments, collar, 550, 552.

P.

Packing boxes, empty: Disposition, 907.
Pay:
Civilian labor on target ranges, 533, 622.
Computation of time, 813.
Deduction of fines, 718.
Encampment and maneuvers, 57.
Encampments, State sharing expense of, 712.
Encampments and maneuvers to include date of leaving home rendezvous to date of return, 61.
Federal service, 13.
Field instruction, 57, 60, 61, 512, 714–716, 720, 722.
Members of national rifle team, 536.
Muster, field instruction, 521, 720.
National Guard Reserve—
Law authorizing, 41.
Field or coast defense training, 167, 191, 192, 207.
Not authorized for 31st day of month, 722.
Property and disbursing officers, 142, 645.
Sergeant-Instructors, 444.
Staff Corps and Departments, 143.
State rifle competitions, 539.
Pay, Armory Drill:
Application of section 110, Act of June 3, 1916, 950–952.
Basis for computing, 943.
Calculation of, 945, 946, 949.
Conditions to be fulfilled, 491, 943, 945, 946.
Initial date due, 944.
National Guard Reserve, 168, 191.
Reports required, 502, 503, 934.
Tables, 946–948.
See also *Armory Instruction*.
Pay, Enlisted Men:
Attached to Regular Army for Instruction, 62, 484.
Attending Army Service Schools, 62, 477.
Camps of instruction, 60.
Drafted into Federal service, 74.
Law authorizing, 73.
Percentages calculated on average attendance, 949.
Rates, 18.
Rifle competitions, 535, 536.
Service Schools, 62.
Pay, Officers:
Acquiring and developing ranges, 614.
Attached for field instruction, 520.
Attached to the Regular Army for instruction, 62, 484.
Camps of instruction, 60.
Pay, Officers—Continued.
Drafted into Federal service, 74.
Law authorizing, 72.
Percentages calculated on average attendance, 949.
Rates, 72.
Regular Army, retired, detailed with Militia, 15.
Rifle competitions, 535, 536.
Service Schools, 62, 468, 470.
Pay Rolls:
Abbreviations, 937.
Application of section 110, Act of June 3, 1916, 950–952.
Basis for computing pay, 943.
Calculation of pay due, 945, 946.
Charges on, lost or damaged property, 912–914.
Composition, 936 (*b*).
Conditions to be fulfilled to be entitled to pay, 491, 943, 945, 946.
Determination of initial date on which pay becomes due, 944.
Disposition, 935.
Filed in Treasury Department, 936 (*a*).
Fines, collection of, during encampments, 718.
Names to be entered on, 936 (*d*).
Officers attached for field instruction, 520.
Oath, subscription to, before entry on, 719.
Payments, 942.
Percentages calculated on average attendance, 949.
Preparation, 720, 935–941.
Preparation, encampments, State sharing expense, 712.
Signatures, 941.
Table of maximum and minimum pay, 947, 48.
Typewritten and carbon copies, 936 (*c*).
Penalty envelopes, 416.
Pensions: Benefits of, to National Guard in Federal service under draft, 75.
Platoon: Detached, authorized, 98 (*b*).
Porto Rico: Laws relative to Militia applicable to, 25, 97.
Privates, First Class: Proportion of, to privates, 144 (*d*).
Precedence: Among Regulars, Militia, and Volunteers, 90.
Promotions. See *Officers*.
Property Accounting. See under *Property, Federal*.
Property and Disbursing Officers:
Abstracts of payments, 772, 773, 778.
Accountability, Federal property, 845, 847, 848, 854, 855.
Accounts—
Closing of, 738, 815–820.
Separate under each bond, 738.
Accounts, current—
Blank forms, 778.
Closing of, 781.
Disallowances, 779.
Disposition of original and copy, 772.
Final, 777.
Method of keeping, 773–775, 790.
Rendition, 771, 772, 776, 789.
Suspension, 780.
Appointment, 30, 644.
Bonds, 644, 648–654.
Cashbooks, 782, 783.

Property and Disbursing Officers—Continued.
Checks—
Alterations, 749.
Destroyed, 759.
Disposition after payment, 757.
Disposition on relief, 748.
Drawn in favor of payee, 758.
Drawn in favor of self, 758.
Erasures, 749.
How drawn and payable, 737.
How written, 752.
Issue of blank, 746.
Lost, 759.
Numerical symbol, 751.
Old accounts, how settled. 754.
Outstanding and unpaid. 818–820.
Outstanding liabilities, 753.
Payments when made, 755.
Receipt for, 748.
Record of blank, 747.
Safeguarding blank, 751.
Signing blank, 736.
Spoiled or cancelled, 750.
Stolen. 759.
Transfer, 748.
Claims, settlement of, 709, 711, 770.
Clerical hire, 646.
Collections, 784–790.
Daily record, cash transactions, 788.
Deposits, 740–743.
Deputy, 646.
Designated by Governor to submit requisitions, 821, 822.
Disbursement of funds. 659.
Disposition unexpended balances, 739.
Expenditures—
Disbursing officer to have no individual interest in purchases, 762.
Naval Militia, 765.
Purchases, 760, 761.
Reimbursement for from private funds, 763.
Repair, renovation, uniform clothing, 766.
Repairs to wagons or trucks, 764.
Transportation Federal property, 767.
Transportation unserviceable property, 768, 769.
Funds placed to credit of, 655,734, 737.
Gambling, 745.
Inspection of accounts and records, 30, 568.
Institution of survey proceedings, 883.
Law authorizing, 30.
Money accounts, 738.
Pay, 30, 143, 645.
Payments—
Accounts not paid until due, 755.
Cash, 756, 758.
Checks, 758.
Purchases, 756.
Services, 756.
Property accounting, 915–933.
Receipts in blank or in advance, 736.
Records, correction of, 855.
Settlement with heirs, 814.
Signature to be furnished depositories, 739.
Summary of funds, 772, 776, 778.
Travel expenses, 647, 726.
Transfer of funds to credit of, 734.
Unlawful use of funds, 744.
Property and Disbursing Officers—Continued.
Vouchers—
Advertisement for bids, 797,798.
Computation of time, 813.
Disposition of original and copies, 791, 792.
Due bills, 812.
Entered separately, 799.
Erasures, 793.
Identification of payee, 810.
Notations on, in payments for purchase, etc., 756.
Numbering, 796.
Payments by checks, 808.
Payments, supplies or services, 800–802.
Payments with currency, 803–807, 809.
Signatures, 795, 811.
Signature by mark, 795.
Statement of, 802.
Unit prices, 794.
Written in pencil, 793.
Property, Federal:
Accounting—
Blank forms, 931, 933.
Individual equipment cards, 927.
Inventories, 916.
Issues, 922.
Loan records, 919.
Memorandum receipts, 919.
Miscellaneous transfers, 923–926.
Receiving reports, 920.
Reports, over, short, and damaged, 921.
Requisitions, 920.
Returns, 929.
Shipping tickets, 920.
Shortages, 917.
Stock record card, 918.
Surveys, 928.
System same as Regular Army, 915.
Zone property auditors, 930.
Accountability—
Blank forms, 854.
Defined, 843.
Organizations called into Federal service, 846.
Property and Disbursing Officers, 845, 847, 848, 854, 855.
Property unaccounted for, 844.
Regular Army regulations to govern, 854.
Surveys. See under *Property "Lost, Damaged or Destroyed."*
Amount and condition of, determined by annual inspections, 56.
Appropriations. See *Funds.*
Bills of lading, 666–708.
Blank forms, 854.
Condemned, 48, 51, 785, 786, 909–911.
Defective shipments, 851, 852.
Disposition and replacement of damaged, 50.
Equipment, small arms, field guns, new types of, issued without cost, 47.
Examination on receipt, 851.
Expendable, 905.
Experimental. 831.
Free issues, 824.
How obtained, 824.
Inspection of field and coast artillery matériel, 569.
Insurance, 873.
Issues—
By office Director of Purchase and Storage, 829.

Property, Federal—Continued.
Issues—Continued.
Experimental stores and supplies, 831.
Limited to standard types, 831.
National Guard Reservists during field training, 203–205.
Ordnance matériel, 829.
Provisions for protection, 832.
Keys to storerooms, 885.
Loan records, 919.
Loans, 842.
Lost, damaged, or destroyed—
Accessibility, 879.
Action of responsible officer, 854, 867.
Affidavits, 866, 867.
Animals, 883.
Animals, unserviceable, 996–998, 1000.
Classes of unserviceable, 869.
Condemnation, 868, 870.
Detail of surveying officer, 50, 857, 858.
Empty cartridge cases, packing boxes, bandoleers and clips, 907, 908.
Expendable, 905.
Expenses, surveying officers, 859.
Evidence, 866.
General supply depots, 902.
Infected clothing, 871.
Insurance, 873.
In transit, 705.
Keys to storerooms, 885.
Methods of dropping, 904.
Optical instruments, care of, 888.
Ordnance matériel, repair, 891–901.
Ordnance property, care and preservation, 887.
Penalty for carelessness, 856.
Protection from fire, 873.
Protection from theft, 874–881, 886.
Publications, 905.
Reasonable care, 873, 880, 881.
Recovery of lost or stolen, 866.
Reimbursement, loss or damage, 912–914.
Repairs, 889–902.
Reports of survey, preparation, 860, 861, 865, 928.
Responsibility for improper storage, 872.
Sale of condemned, 909–911.
Seizure, unlawfully held, 884.
Small arms, protection, 874–876, 880.
State held responsible, 863.
Storage, 877, 878.
Transportation to arsenals or depots, 862.
See also *Surveying Officer*.
Miscarried, 849.
Obsolete, 48.
Procurement and issue, 46.
Protection, 832, 873, 874–881, 886.
Provisions for protection and care of required, 46.
Purchase, State funds—
Authorized, 49, 824, 833.
Blank forms, 833.
Certificate on requisition, 834.
Issue to officers, 840.
Nomenclature, Ordnance and Ordnance stores, 836.
Payment, 835, 837.
Remittances in payment Ordnance stores, 837, 838.
Report on, 833.
Property, Federal—Continued.
Purchase, State funds—Continued.
Requests for, in triplicate, 833.
Sales to individuals, 840.
Shipping address, 834.
Subject to requisition by United States, 833.
Subsistence stores, joint maneuvers, 839.
Receipts in blank, 853.
Requisitions—
Animals, 981.
Blank forms, 825.
By whom made, 821, 822.
Certificate on, 826.
Funds, when available, 823.
Not honored prior to recognition, 155.
Number of copies, 821, 822.
Ordnance matériel, 829, 830.
Preparation, 920.
Separate for each class of supplies, 827, 828.
Shipping address, 826.
Responsibility—
Defined, 843.
How determined, 882.
Organizations called into Federal service, 846.
Returns, rendition obviated, 915, 929.
Sales to individuals, 840.
Shortages in shipments, 851, 852.
Survey proceedings, 50, 857–890.
Theft, 874–881, 886.
Title to, 841.
Transfers, 850.
Transportation of, 767.
Transportation of unserviceable, 768, 769.
Unaccounted for, 843, 844.
Verification of shipments, 852.
Zone property auditors, 930.
Property returns: Rendition obviated by new system, 915.
Public Animals. See *Animals, Public.*
Public Moneys. See *Funds.*
Purchase and Storage Office: Ordnance matériel issued by, 829.
Purchases: See under *Property and Disbursing Officers. "Expenditures."*
Punishments: Legality and promptness, 86.

Q.

Quartermaster Corps:
Attached to Coast Defense commands, 131.
Authorized Staff organization, 144.
Proportion of privates, first class, to privates, 144 (*d*).
Subjects for examination for appointments and promotions, 302 (H).
Quarters:
Enlisted men attending Army Service Schools, 477.
Officers attending Army Service Schools, 468.
Sergeant-instructors, 449.

R.

Ranges, Target. See *Target Ranges.*
Rank:
Among Regulars, Militia and Volunteers, 90.
Officers, National Guard Reserve, 188.
Rations, Commutation:
Enlisted men, Regular Army, on duty with National Guard, 657.
Field Hospitals, 724.

Rated Men: Allowance per Coast Artillery Corps company, 128.
Ratings: Coast Artilley Corps examinations, 130.
Receipts: Giving or taking in blank, or in advance of payments, 736.
Recognition, Federal. See *Federal Recognition*.
Records:
Enlisted men, preparation and verification, 345, 346.
Identification, 351, 352.
Recruitment. See *Enlistments*.
Reenlistments:
Action in case of unfavorable recommendation of commanding officer, 361.
Before expiration period of confinement, 367.
Conditional, when sick or injured, 344.
Married men, 334.
Medical Department, 107, 109.
Papers, disposition, 345.
Privilege of, 32.
Regular Army:
Enlisted men—
Detail as sergeant-instructors, 19, 63, 423.
Detail to attend encampments and maneuvers, 59.
Enlistments, National Guard in, 376–378.
Enlistment, National Guard Reservists in, 197.
Hospitals, subsistence charges, joint encampments and maneuvers, 724, 725.
Noncommissioned officers—
Detail as instructors, target ranges, 76.
Detail as sergeant-instructors, 19, 63, 423. See also *Sergeant-Instructors*.
Quartermaster Corps, detail with National Guard, 450.
Tipping, 723, 726.
Travel allowances, 726–729.
Officers—
Acceptance of commissions in National Guard, 63.
Adjutant General's Department, detail as inspector-instructors, 394.
Detail as chiefs of staff, tactical divisions, 28.
Detail as instructors, target ranges, 76.
Detail to attend encampments and maneuvers, 59.
Detail to command higher tactical units, 27, 77.
Inspection target range sites, 608.
Inspector-Instructors. See *Inspector-Instructors*.
Inspector-General's Department, detail as inspector-instructors, 394.
Judge Advocate General's Department, detail as inspector-instructors, 394.
Medical, appointment as State surgeon, 113.
Medical, detail as inspector-instructors, 394.
Ordnance Department, detail as inspector-instructors, 394.
Quartermaster General's Department, detail as inspector-instructors, 394.
Recruiting, action in case enlistments, 377, 378.
Surveys of property, 857-859.
Tipping, 723, 726.
Travel allowances, 30, 726, 727, 729.
Officers' Reserve Corps—
Appointment, officers National Guard in, 187.
Appointment, officers National Guard Reserve in, 187.
Regular Army—Continued.
Officers' Reserve Corps—Continued.
Examination enlisted men for commissions in, 199.
Members not eligible for appointment in National Guard, 224.
Officers, Retired—
Accompanying National Guard when ordered out by State, 455.
Assignment, 451.
Charges against, 457.
Correspondence, official, 460.
Detail as Inspector-Instructors not authorized, 451.
Detail with Militia, 15, 63, 451.
Duties, 453.
Federal appropriations not available for payment expenses, 454.
Not available for Federal inspections, 453.
Period of duty, 451.
Publications and circulars, War Department, to be studied, 459, 461.
Relief, 457.
Reporting for duty, 452.
Reports, attendance at assemblies for drill, 409, 458.
Reports, quarterly, 405, 456.
Procedure incident to enlistment in, 376–378.
Quartermaster sergeants detail with National Guard, 450.
Shooting galleries and ranges open to National Guard and rifle clubs, 610.
Use of personnel for instruction, encampments and maneuvers, 59.
Rent: Target ranges, payment in advance, 617.
Repairs to property, 889–902.
Reports:
Armory drills, 502, 503.
Armory inspections, 564, 568.
Annual, Secretary of War to Congress, 14.
Attendance at assemblies for drill, 409, 440, 458.
Change of status, 166, 311, 312.
Field inspection, 510, 559.
Inspector-Instructors, 405–410.
Officers, retired, 405, 457.
Over, Short, or Damage, 851.
Sergeant-Instructors, 438–440.
Tabulated list of required, 1004–1007.
Target practice, 531.
Reports of Survey, 50, 705, 857–890. See also under *Property, Federal, "Lost, Damaged, or Destroyed."*
Requisitions. See under *Property, Federal*, and under *Funds*.
Reserve Battalions:
Arms, uniforms, and equipment of, as prescribed for Regular Army, 218.
Assignment to, officers and noncommissioned officers unable to perform active field service, 217.
Composition and organization, 42, 211.
Maintenance of, 212.
Object of, 212.
Obtained, 214.
Officers, how provided, 42.
Recruit training, 42.
To be formed in each State in time of war, 210.
Transfer from, 42.
Transfer to fill vacancies in organizations in active service, 213–216, 219.

Reserve, National Guard. See *National Guard Reserve.*
Responsibility for Property. See under *Property, Federal.*
Retired List: No Federal status, 170.
Retired Officers. See *Regular Army, "Officers, Retired."*
Returns:
  Property, rendition obviated, 915.
  Tabulated list of, required, 1004–1007.
  Unassigned reserve, 166.
Rifles: Issue of, for civilian rifle practice, 70.
Rifle Competition. See *Target Practice.*
Rifle Practice. See *Target Practice.*
Rifle Ranges. See *Target Ranges.*
Rolls, Pay. See *Pay Rolls.*

S.

Sales: To individuals not authorized, 840.
Sanitary Troops. See *Medical Department.*
School, Army Service. See *Army Service Schools.*
Secretary of War: Annual report to Congress, 14.
Sergeant-Instructors:
  Absence from duty, 437.
  Accompanying National Guard troops called out by State, 433.
  Accounts of pay and clothing, 444.
  At disposition of Department Commanders at encampments, maneuvers, etc., 511.
  Car fare, 448.
  Charges against, 432.
  Commutation allowance deducted from subsistence when traveling, 446.
  Commutation of rations, 444.
  Conduct, 431.
  Correspondence, official, 439.
  Designation, 423.
  Duties, 426, 427.
  Expenses, payment, 445–447, 659 (*a*).
  Law authorizing, 19.
  Medical attendance, 445.
  Noncommissioned officers, Quartermaster Corps, 450.
  Pay, 444.
  Period of duty, 423.
  Publications, disposition, 441.
  Quarters, 449.
  Reenlistment, 438.
  Reimbursement for meals when traveling, 728.
  Relations with members of National Guard, 429, 430.
  Relief from duty, 432.
  Reporting for duty, 425.
  Reports, 438–440.
    Attendance at assemblies for drill and instruction, 409, 440.
    Change of address, 442.
    Quarterly, 438.
    Special, 438.
    Through whom rendered, 439.
    To be forwarded through senior inspector-instructor, 410.
  Service records, 444.
  Stationery, how furnished, 443.
  Services restricted to military duties 427.
  Transportation requests, 660, 661.
  Travel allowances, 726, 727–729.
  Under whose orders, 424, 428, 429.
Sergeant-Instructors—Continued.
  Utilization of services by inspector-instructors, 417.
  Visits of instruction, 434, 435.
Service Records:
  Preparation and disposition, 345.
  Sergeant-instructors, 444.
Service Schools. See *Army Service Schools.*
Shoeing. See *Animals, Public.*
Signal Company: Monetary allowances for helpers, 954, 956–959.
Signal Corps:
  Inspection of equipment installed in Coast Artillery Armories, 570.
  Officers not authorized for Staff Corps and Departments, 140.
  Subjects for examination for appointments and promotions, 302 (F).
Small Arms: Protection, 874, 880.
Stables: Accommodation for animals, 964.
Staff Corps and Departments, State:
  Adjutant General, appointment and status, 137–139.
  Authorized, 84, 133.
  Designations of officers and enlisted men, 135, 136.
  Drills, enlisted men, 494, 495.
  Drills, officers, 493 (*l*).
  Engineer officers not authorized, 140.
  Pay members dependent on compliance with section 110, Act of June 3, 1916, 143.
  Personnel of, additional to that authorized for tactical units, 133.
  Purposes of, 133, 134.
  Signal officers not authorized, 140.
  State Surgeon to be a member of, 114.
  Tables of personnel authorized for various strengths, 144.
Staff Officers. See *Officers, Staff.*
Staff:
  Of Governor, not per se members of National Guard, 142.
  Officers and enlisted men not considered members National Guard unless authorized by War Department, 141.
State Constabulary:
  Authorized, 24.
  Uniform, 552.
State Forces:
  Maintenance in time of peace, 24, 100.
  Uniform, 551–553.
State Police:
  Authorized, 24.
  Uniform, 552.
Stationery, 443, 504.
Stock Record Card: Property, 918.
Stoppages: Pay officers and enlisted men account lost or damaged property, 51.
Stores: Experimental not issued, 831.
Subsistence:
  Charges, field hospitals, joint encampments and maneuvers, 724, 725.
  Encampments and maneuvers, 57, 720, 721.
  Enlisted men attached to Regular Army for instruction, 484.
  Enlisted men, camps of instruction, 60.
  Enlisted men, State rifle competitions, 539.
  Enlisted men of National Rifle Teams, 536.
  Officers acquiring and developing ranges, 613.

Summary of funds, 772, 776, 778.
Supply Companies: Not to be organized unless complete regiment authorized, 157.
Supplies, Transportation. See *Bills of Lading.*
Surgeon, State. See *Medical Department.*
Surveying Officers:
Action in connection with property, 50.
Affidavits, 866, 867.
Appointment, 857, 858.
Eliciting evidence, 866.
Expenses, 859.
Surveys of Property. See under *Property, Federal, "Lost, Damaged, or Destroyed."*

T.

Tables of Organization: To govern strength of units, National Guard, 98 (*a*).
Target Practice:
Acting inspectors of small-arms practice, 526 (*a*).
Authorized but not required to fire, 529.
Civilian employees, 533, 541.
Detachments authorized, 522.
Disposition of empty cartridge cases, etc., 525, 907, 908.
Encouragement of, 76.
Figure of merit, 526, 527.
Forms for records, 530.
How conducted, 523, 524.
National trophy, 527.
Outdoor, to be under canvas or in cantonments, 522.
Participation in, 57, 522, 523.
Percentage of apportionment to be used in, 606, 640.
Reports, annual, 626 (*c*), 530, 531.
Rifle camps of instruction, 532–534.
Rifle competitions—
Executive personnel authorized, 540.
Expenses, how paid, 542.
Interstate, 538.
Markers and scorers, 541.
Medals, 544.
National match, 537.
Not assemblies for drill and instruction, 535.
Pay, members of National Rifle Team, 536.
Preliminary Practice, 536.
Prizes, 544.
State, 536.
Subsistence, enlisted men of National Rifle Team, 536.
Trophies, 544, 545.
Who will fire, 528.
Target Ranges:
Acquisition, 606–620.
Animals for use on, 625.
Caretakers, 533, 622.
Civilian labor, 533, 622.
Construction of buildings, 621.
Crops on, 628.
Damages to leased, 623.
Disposition of funds, sale of, 785, 787.
Establishment or maintenance and use of, 30, 76, 621, 628.
Expenses in adapting premises for use as, 624.
Expenses incident to abstracts, title papers and surveys, 615.
Expenses officers while acquiring and developing, 613, 614.
Target Ranges—Continued.
Field Artillery, 627.
General use of, 611.
Initiative in acquiring, 607.
Inspection prior to purchase, 608.
Insurance, buildings, 626.
Leases, 618.
Maintenance, 621–628.
Purchase, how consummated, 608.
Purchase to be approved by Secretary of War, 607.
Regular Army, open to National Guard and organized rifle clubs, 610.
Reimbursement from Federal funds when purchased by State, 609.
Rental, 616–619.
Sale useless or unavailable, 620.
Sites, how determined or approved, 514.
Telephones, 534, 621.
Title papers, disposition, 608.
Title, where vested, 612.
Twenty-five per cent apportionment under section 67, Act of June 3, 1916, required to be used, 606, 640.
Telephones. See *Target Ranges.*
Territories: Governors of, to fix location of units and headquarters of National Guard, 95.
Territory: Meaning of word in laws relative to Militia, 25, 97.
Theft: Protection from, 874–881, 886.
Tips:
Fees allowed, Regular Army officers and noncommissioned officers, 726.
States in which prohibited, 723.
Title Papers: Target ranges, expense of procuring and preparing, 615.
Training of the National Guard, 55.
Transfer:
Enlisted men. See *Enlisted Men, Transfer.*
Medical Department, 107, 110.
Officers. See *Officers, Transfer.*
Transportation:
Allowances, 726–729.
Encampments and maneuvers, 57, 720, 721.
Land grant roads, 665.
Mileage, 664.
Mounts, 717.
Requests for, 396, 436, 660–662.
Settlement accounts, 659, 663.
State rifle competitions, 539.
Supplies. See *Bills of Lading.*
Transportation Accounts. See *Accounts, Transportation.*
Transportation Requests. See *Accounts, Transportation.*
Travel Allowances:
Baths, 726.
Enlisted men attending Army Service Schools, 477.
Noncommissioned officers, Regular Army, on duty with National Guard, 726, 727.
Officers acquiring and developing ranges, 613.
Officers attending Army Service Schools, 468.
Officers' Regular Army, on duty with National Guard, 726, 727.
Parlor and sleeping cars, 726.
Tipping fees, 726.
Travel Rations, 657.

Troops:
Maintenance in time of peace limited, 24, 100.
State, not part of National Guard unless recognized as such, 147.

U.

Unassigned List: No Federal status, 170.
United States Army: Composition, 17.
United States Military Academy:
Attendance enlisted men, 472.
Attendance officers not authorized, 462.
Uniform:
Adjutants General, 550.
Badges, 548.
Cadet Corps, educational institutions, 83.
Chevrons, 555.
Civil courts to determine infractions of law against wearing, 554.
Collar ornaments, 550–552.
Constabulary, 552.
Defense leagues, 552.
Disposition of, when enlisted men of National Guard are released from Federal service, 83.
Distinctive marks and insignia, 83, 549.
Home Guards, 552.
Insignia on collar of coat, 550.
Issued to National Guard Reserves during field training, 204, 205.
Medals, 548.
Military organizations not part of National Guard, 549.
National Guard, 45, 83.
National Guard Reserves, 184.
Officers, Staff Corps and Departments, 550.
Uniform—Continued.
Penalty for violation of provisions of protection, 83.
Prescribed, 546.
Property of the United States, 547.
Right of former Reserve officer to wear, 178.
State forces, 551–553.
State police, 552.
When worn, 547.
Unorganized Militia:
Draft into reserve battalions in time of war, 212.
Organized into reserve battalions in time of war, 210.

V.

Vacancies:
Appointees by Governors must be recognized by War Department, 226.
Filling of, from Reserve Battalions, of organizations in active service, 213–216.
Filling of, in Regular Army due to details to National Guard, 77.
Filling of, when drafted, 39.
Vaccination, 346, 349, 355.
Veterinarians: Civilian, payment, 995.
Veterinary Corps. See *Medical Department.*

W.

War Department. Relations of, with National Guard, how governed, 1.
Watchmen: Federal property, 873, 880.

Z.

Zone Property Auditors, 930.

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